

# CHADRON STATE COLLEGE

— Est. 1911 —



## 2017-2018

STUDENT HANDBOOK AND ACADEMIC PLANNER

## **Welcome**

Dear Student,

From the moment you first set foot on campus as a freshman, until you toss your cap into the air after you graduate, you will be surrounded by people dedicated to making your time at Chadron State College both rewarding and enjoyable.

Our dedicated and passionate faculty will prepare you to excel, as evidenced by the frequent recognition and awards our graduates receive in their fields. Our alumni around the country speak highly of the quality of the education they received at Chadron State and of their experiences here. Each fall, many of our alums return for homecoming to renew old acquaintances, and to recall a very special time in their lives.

Our current students hail from 35 states and 11 foreign countries. Many of our students reside on our beautiful campus and enjoy the traditional college experience and many others come to us through our comprehensive distance learning opportunities from their homes around the state and country.

We recognize the college experience is more than a classroom. Our beautiful campus, located in northwestern Nebraska, is set among splendid buttes, pine covered hills and grassy plains, and is steeped in the small town atmosphere of Chadron, Nebraska. A host of extracurricular activities are designed to challenge and enrich your life and your college experience. Our many athletic programs, including NCAA Division II sports in the Rocky Mountain Athletic Conference, intramurals, and club sports provide you with an avenue to participate if you aspire to be a student athlete or a welcome diversion from your studies as you cheer from the stands with your friends.

If I had to pick one word to describe Chadron State College, it would be vibrant—the academic programs, the faculty, the support staff, the athletic programs, the campus life and our alumni are all vibrant. Welcome to Chadron State College!

Dr. Randy Rhine

President, Chadron State College



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## Administrative Directory

### Randy Rhine, President

Sparks Hall, Room 218 (308) 432-6201  
rrhine@csc.edu

### Charles Snare, Vice President for Academic Affairs

Sparks Hall, Room 223 (308) 432-6203  
csnare@csc.edu

### Dale Grant, Vice President for Administration & Finance

Sparks Hall, Room 226 (308) 432-6202  
dgrant@csc.edu

### Jon Hansen, Vice President for Enrollment Management/ Marketing/Student Services

Crites Hall, Room 335 (308) 432-6231  
jhansen@csc.edu

### Jim Powell, Dean - School of Education, HP & CPSW

Miller Hall, Room 218 (308) 432-6330  
jpowell@csc.edu

### James Margetts, Dean - Teaching and Learning and Liberal Arts

Old Admin, Room 233 (308) 432-6246  
jmargetts@csc.edu

### Joel Hyer, Dean - School of BEAMSS

Burkhiser, Room 214 (308) 432-6359  
jhayer@csc.edu

### Sherry Douglas, Associate Vice President of Student Services

Crites Hall, Room 220 (308) 432-6230  
sdouglas@csc.edu

### Pat A. Beu, Senior Director of Student Affairs

Crites Hall, Room 337 (308) 432-6280  
pbeu@csc.edu

### Phone Directory for Frequently Called Offices

Admissions Office	(308) 432-6263
Athletics	(308) 432-6344
Business Office	(308) 432-6240
Housing and Residence Life	(308) 432-6355
Information Technology Help Desk	(308) 432-6311
Library	(308) 432-6271
Records Office	(308) 432-6221
START Office (Advising and Financial Aid)	(308) 432-6060

## Mission Statement

Chadron State College will enrich the quality of life in the region by providing educational opportunities, research, service, and programs that contribute significantly to the vitality and diversity of the region.

## Equal Opportunity Statement

The Nebraska State Colleges are equal opportunity institutions and do not discriminate against any student, employee, or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to, admission decisions. Each College has designated an individual to coordinate the Colleges' non-discrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to one of the following Compliance Coordinators:

Anne DeMersseman  
Title VI, VII, IX Compliance Coordinator  
Chadron State College  
1000 Main Street  
Chadron, NE 69337  
(308) 432-6224  
TitleIXCoordinator@csc.edu

Recruitment, selection, employment, transfer, promotion, demotion, training and pay of all employees shall be without regard to race, color, age, sex, sexual orientation, gender identity, religion, national origin, marital status, political affiliation, or disability. The State Colleges and System Office will make reasonable accommodations for applicants and employees who experience disabilities.

## I. Introduction

The Chadron State College Student Handbook is available on the Internet at [http://www.csc.edu/publications/csc\\_student\\_handbook.pdf](http://www.csc.edu/publications/csc_student_handbook.pdf) to provide students with a guide to current policies, practices, and activities of the campus. It is not meant to serve as the ultimate authority concerning these matters, as Board of Trustees' policies are updated on a continual basis, and practices and activities are reassessed periodically. Please refer to the Board of Trustees Policy Manual online at [www.nscs.edu](http://www.nscs.edu) and to Dr. Pat Beu, Senior Director of Student Affairs for clarification of any material found in the Chadron State College Student Handbook.

### Academic Calendar (Fall 2017)

Classes begin for 16-week and 1st 8-week sessions	August 21
Last day to enroll in 1st 8-week session	August 23
Last day for 100% refund for 1st 8-week session	August 23
Last day to enroll in 16-week session	August 27
Last day for 100% refund for 16-week session	August 27
Labor Day – no classes	September 4
Last day to withdraw from 1st 8-week session	September 20
Classes end for 1st 8-week session	October 13
Midterm Break	October 16-17
Classes begin for 2nd 8-week session	October 23
Last day to enroll in 2nd 8-week session	October 25
Last day for 100% refund for 2nd 8-week session	October 25
Last day to withdraw from 16-week session	November 3
Last day to withdraw from 2nd 8-week session	November 22
Fall Break	November 22-24
Final Exams Week	December 12-15
Classes end for 16-week and 2nd 8-week sessions	December 15
December Commencement	December 15

## Academic Calendar (Spring 2018)

Classes begin for 16-week and 1st 8-week sessions	January 8
Last day to enroll in 1st 8-week session	January 10
Last day for 100% refund for 1st 8-week session	January 10
Last day to enroll in 16-week class	January 14
Last day for 100% refund for 16-week session	January 14
Last day to withdraw from 1st 8-week session	February 7
Classes end for 1st 8-week session	March 2
Midterm Break	March 5-9
Classes begin for 2nd 8-week session	March 12
Last day to enroll in 2nd 8-week session	March 14
Last day for 100% refund for 2nd 8-week class	March 14
Last day to withdraw from 16-week session	March 30
Spring break	April 2
Last day to withdraw from 2nd 8-week session	April 11
Final Exams Week	May 1-4
Classes end for 16-week and 2nd 8-week session	May 4
May Commencement	May 5

## II. Services and Resources

### Bookstore

Chadron State College's book provider is MBS Direct. For course material needs, visit <http://bookstore.mbsdirect.net/csc.htm>. The online bookstore will buy and sell new and used books that will be shipped directly to your address or on-campus. If you want to purchase CSC apparel and gifts, the Eagle Game Day store is located in the Student Center.

### Business Office

Phone: (308) 432-6240  
Crites Hall 113  
[www.csc.edu/businessoffice](http://www.csc.edu/businessoffice)

In the Business Office you can obtain billing information, payment and refund information, make payments using cash, check, or money order, pick up student refund checks, parking stickers, etc. Students are able to make payments online through their MyCSC portal using MasterCard, Visa, American Express, Discover, or electronic check. All domestic debit/credit card payments are subject to a 2.75% convenience fee and all international debit/credit card payments are subject to a 4.25% convenience fee. There are no convenience fees associated with the use of electronic check payments. Additional information is available on the CSC website: <http://www.csc.edu/businessoffice/index.csc>.

### Career & Academic Planning Services

Phone: (308) 432-6388  
King Library 200-1  
[www.csc.edu/careerservices](http://www.csc.edu/careerservices)

Career and Academic Planning Services provide typical career services, facilitate academic internships, and conduct career and major exploration activities. Specifically, the following services are available:

- Resume and cover letter writing assistance
- Interviewing and Job seeking techniques
- Posted vacancies for internship and career opportunities
- Facilitation and monitoring of for-credit, academic internships

- Career fairs and hiring events
- Frequent programs for student development
- Career and major exploration tools and activities
- Credential file development and maintenance

### Childcare

Phone: (308) 432-6379

The Child Development Center Laboratory is located in the Burkhiser Building 212 [www.csc.edu/appliedsciences/cdc](http://www.csc.edu/appliedsciences/cdc).

The CSC Child Development Center Laboratory has been in existence since 1972 on the Chadron State College campus. The Laboratory serves as an educational program for the purpose of "educating educators" who care for and about young children.

The Laboratory provides a high quality, developmentally appropriate, active learning experiences for families with children between the ages of 2 and 9, of all ability levels.

All children are eligible to attend the Laboratory regardless of income status, race, religion, origin, cultural background, gender, residence, ability or family status.

The Laboratory is state licensed by the Nebraska Department of Health and Human Services, and nationally accredited by the National Association for the Education of Young Children. For more information, contact Lona Downs at (308) 432-6379.

### Computing and Technology

#### Information Technology Help Desk

Phone: (308) 432-6311  
Library Learning Commons  
[www.csc.edu/technology](http://www.csc.edu/technology)

The Chadron State College Department of Information Technology provides and maintains computing and networking resources to be used by students. Resources available to students include the campus network, and both general and specialized computer labs. Labs are to be used for the sharing of knowledge, the creative process, and collaborative work by the students.

Once a student applies at CSC, a campus account and an e-mail account (EagleMail) are automatically generated by Information Technology. These accounts are available while the student is enrolled at CSC.

Campus Computer Lab Facilities - Hardware and software in the computer labs is limited to the hardware and software already found on the computers. Additional hardware or software cannot be installed on the campus lab computers. Hours of use are posted at each lab. Access to the Internet is available from all labs and requires a username and password.

General-use computer labs are open to all currently-enrolled students and provide standard software such as Word, Excel, Power Point, and Internet access, as well as printers and scanners. General-use labs are funded by the Student Technology Fee fund and thus are not used for specific functions such as classes or training sessions.

#### General Labs

- Old Admin
- Brooks Hall
- Edna Work Hall
- High Rise
- King Library
- Student Center

Refer to the Computer Lab Directory <https://www.csc.edu/technology/services/labs/index.csc>) on the Technology web site for a list of labs, locations and number of computers.

### **Internet Accessibility - Residence Halls**

Students may access the Internet and campus network with a wired Ethernet connection directly from residence hall rooms. Resident students are limited to one network connection port, per person.

### **Wireless Accessibility**

Access to the wireless network is provided to students. After completing the registration process, individuals may connect their personal, wireless-ready device(s) to the Internet and public CSC servers. Each student is allowed up to three devices on the network. All users of the wireless network must abide by CSC policies.

### **Electronic Library Resources**

The King Library provides easy access to an electronic database listing of books and reference materials available from the state colleges and universities in Nebraska. Access to the catalogs can be obtained from public PCs in the Library or via MyCSC.

Go to <https://www.csc.edu/policy/category/index.csc?8> for a complete listing of Information Technology policies and agreements.

### **Counseling Services**

Phone: (308) 432-6232  
Crites Hall, rooms 010 and 011  
[www.csc.edu/healthserv/counseling](http://www.csc.edu/healthserv/counseling)

Counseling services – free of charge and confidential – are available to all CSC students through the Health Services office (Crites Hall room 009; 308-432-6232). Licensed counselors are available to help students with mental health problems such as anxiety and depression, and difficult life situations such as relationship problems, loss and grief, making important decisions, and making positive behavior changes. Counseling can build self-understanding and self-esteem and enhance one's ability to make wise and responsible life choices. Counselors also provide education classes for students who have been caught in violation of the College's policies regarding alcohol and other drugs.

Students can access counseling services by contacting the Health Services office. Walk-ins are welcome; however, the counselors may be busy with other scheduled commitments. In the case of a life threatening emergency, call 9-911 (from on-campus phones) or 911 (from off-campus phones).

(Project Strive/TRiO also provides a counselor for students. See p. XX for information.)

### **Disability Services**

Phone: (308) 432-6232, (308) 432- 6268  
Crites Hall, room 011  
[www.csc.edu/healthserv/counseling](http://www.csc.edu/healthserv/counseling)

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and amendments, Chadron State College is committed to providing learning and other opportunities for all students so they may achieve their academic goals. Through the Disability Services office, the College seeks to ensure equal access to the education, programs, and services of the College for all students. Reasonable accommodations may be provided to enable students with disabilities to learn, to receive information, to demonstrate learned information, and to benefit from the programs and services of the College.

Students requesting reasonable accommodations must submit to the Disability Services office (Crites Hall room 011) documentation from a qualified professional that verifies the student's disability. To support the student's request for accommodations, documentation must include: 1) a clear statement of diagnosis, 2) a description of the effect of the disability on the student's academic (or other) performance, and 3) recommended accommodations. The College reserves the right to have the student's documentation reviewed by appropriate professionals and to request additional documentation or evaluation in order to verify the student's need for reasonable accommodations.

The accommodation process is interactive and requires the student's full participation. When the student's disability is adequately documented, the Disability Services office will prepare official memos about the student's need for reasonable accommodations and give them to the student. The student will then deliver the memos to his or her professors or other College officials and discuss with them how best to implement the accommodations.

### **Specialized Software for Individuals with Text-Related Disabilities**

**A computer system is available on the first floor of the King Library Learning Commons for use by students with text-related disabilities or difficulties. Software includes Kurzweil 3000, which allows students to create audio files of printed material.**

**Chadron State College does not discriminate on the basis of a disability. Students are encouraged to visit with the College's disability compliance coordinator should the need arise.** (EEO policy: <http://www.nscs.edu/Policy%20Manual/Policy%20Manual%20Master/Policy%205000.pdf>) or contact:

<b>Associate Vice President of Human Resources</b>	<b>or</b>	<b>Senior Director of Student Affairs</b>
Chadron State College 1000 Main Street Chadron, NE 69337 (308) 432-6224		Chadron State College 1000 Main Street Chadron, NE 69337 (308) 432-6280

### **Emergency Services**

#### **Contacting Campus Security**

The Security Office is located in the Physical Facilities building in the southwest corner of campus. If you need assistance, security can be contacted at this address or by calling 432-6037. If you need additional assistance in reporting a crime you may call the Chadron Police Department at 432-0510. In cases of EMERGENCY call 9-911 (from on-campus phones) or 911 (from off-campus phones).

#### **Fire**

If you are the first person to observe a fire in a campus building, do not try to put it out. Activate the building fire alarm through the nearest box and call 9-911 from campus phone or 911 from cell. Leave the building using the nearest evacuation route. Buildings are to be reentered only after the appropriate officials have indicated that there is no longer an emergency. Turning in a false alarm or tampering with alarm equipment, in addition to being a state violation, is interpreted as endangering the lives of others and may result in suspension from the college and/or civil court action.

#### **Health**

Call 9-911 (from on-campus phones) or 911 (from off-campus phones). See Health Services.

## Tornado Information

Tornado watches and warnings are issued by the National Weather Service when the possibility of a tornado exists. Watches are generally used for wide areas exposed to a rapidly developing threat. The time period covered will normally be several hours. Not every watch will result in severe thunderstorms or a tornado, but one may result in some part of the watch area. During a tornado watch, you should be aware of changing weather conditions and should be prepared to move to a safe place. Tornado warnings are issued for much smaller areas and for shorter periods of time than watches. When a warning is issued, seek shelter or move to a safe area immediately.

### • If you are indoors....

- A. Move immediately from your classroom, work area, or residence room to an interior place of greater safety, closing doors as you leave. Seek shelter in areas designated in all buildings or the lowest level of the building.
- B. In multi-story buildings or residence halls, move to the basement or interior hallway on lower floors. Upper stories of buildings are unsafe. Close draperies and move away from exterior windows or glass.
- C. In classrooms or work areas move to the basement, interior hallways, stairwells, or other areas which are directly supported and are free from exterior windows and glass.
- D. Stay close to the floor and cover your head with a jacket, blanket, pillow, etc. and shield yourself from flying debris by staying under heavy furniture.
- E. If time permits and you are able to move to a shelter, take a flashlight and a battery powered transistor radio to supply you with accurate information.

**Avoid: a) top floors of buildings, b) elevators (power may fail), c) food service areas and d) auditoriums, gymnasiums or other places with wide, free span roofs.**

### • If you are outdoors....

- A. Seek indoor shelter if possible (Parked motor vehicles are unsafe.)
- B. If you cannot get indoors, lie flat in a ditch or low spot.
- C. If you are on flat ground and caught in the path of a tornado, always move at right angles from the path of the storm.

Remain in a place of shelter until you hear the clear signal or until you are sure the danger has passed. For more information on tornado safety contact the Region 23 Emergency Management Agency at (308) 432-2251.

## Severe Weather Cancellation

Please check the Chadron State College website – [www.csc.edu](http://www.csc.edu) for news regarding the weather delays and cancellations. Students may also receive text messages from the campus emergency alert system. To receive text messages, students should do the following:

Sign into MyCSC

Click on the 'Profile' tab

Click 'Update Phone Number'

The number next to 'Cell' will be the number any alerts are sent to.

You can also tune into one of the following stations for information in the event of severe weather:

KCSR - AM 610, Chadron, NE

KQSK - FM 97.5, Chadron, NE

## Food Services

Phone: (308) 432-6734

Student Center

[www.csc.edu/diningservices](http://www.csc.edu/diningservices)

### Hours: Monday - Friday

Breakfast	7:00 am - 9:30 am
Lunch	10:30 am - 1:30 pm
Dinner	4:30 pm - 7:00 pm (Monday – Thursday) 4:30 pm - 6:00 pm (Friday)

### Hours: Sunday

Brunch	11:00 am - 1:30 pm
Lunch	1:30 pm - 3:00 pm
Dinner	3:00 pm - 7:00 pm

## Health Services

Phone: (308) 432-6232

Crites Hall 009

[www.csc.edu/healthserv](http://www.csc.edu/healthserv)

### The mission CSC Health Services is to:

Empower students to reach their educational goals by promoting the overall health of the students and campus to remove any health-related barriers.

Provide accessible, student-centered, cost effective avenues for illness treatment that are caring and confidential.

Prepare students to be their own health advocates and informed consumers of appropriate health care services.

Educate students about prevention and risk reduction to promote life-long healthy choices.

The College Nurse is available on campus to treat minor illnesses and injuries, to dispense over-the-counter medications and to assist with the CSC clinic which is staffed by the College Nurse and a Physician's Assistant (PA) or Nurse Practitioner (NP).

The CSC clinic is held at Chadron Community Hospital (825 Centennial Drive in Chadron, NE) from 7 am to 9 am weekdays during the fall and spring semesters. Appointments are necessary and can be made through the Health Services Office at 432-6232 or 432-6022. Office visits and CSC Clinic visits are free of charge but students will be responsible for any charges incurred with lab work, x-rays, prescribed medications and/or vaccinations needed. For more information about services offered, please access the website listed above.

### Other local resources:

The Chadron Medical Clinic is located at Chadron Community Hospital (825 Centennial Drive, (308) 432-4441) and is open Monday through Friday 8:30 am to 5:00 pm. Costs are not covered by CSC Health Services.

Chadron Community Hospital and Health Services provides 24 hour a day emergency care (825 Centennial Drive, (308) 432-5586). Costs are not covered by CSC Health Services.

Western Community Health Services (300 Shelton Street, (308) 432-8979) provides reproductive health services (STD testing and pregnancy prevention). Immunization clinics, WIC, HIV testing and counseling, and other public services. Costs are not covered by CSC Health Services.

For information regarding on-campus mental health resources, see Counseling on page #.

## **Identification (ID) cards**

Student Center EagleCard Office  
Phone: (308) 432-6380  
<http://www.csc.edu/eaglecard/index.csc>

One ID card is issued to each student upon registration for classes. ID cards are available in the Student Center (EagleCard Office) and are to be used for your entire college career. In case of a lost, broken, or stolen card a duplicate is issued for \$20.

ID cards are to be presented at the NPAC, library, cafeteria, athletic events, and fine arts activities.

## **International Students**

Crites Hall, Room 218  
(308) 432-6376  
<http://www.csc.edu/international>

International Students are admitted through the Chadron State Admissions Office. Student support for international students is available to help ensure academic success and a helpful transition to Chadron, Nebraska. It is understood that although studying in America is a very exciting prospect, navigating your way through daily issues in a new culture can be a challenge. Guidance in areas such as visa status, financial requirements, housing, employment opportunities, course selection and other issues is provided through the International Office. The International Office also is there to provide a familiar face or friendly conversation. The office hours are from 7:30 a.m. through 4:30 p.m. Monday through Friday except official holidays.

## **Learning Center (Tutoring)**

Phone: (308) 432-6381  
Library, 2nd Floor  
[www.csc.edu/learningcenter](http://www.csc.edu/learningcenter)

The Learning Center is part of an ongoing commitment to the quality of student academic success at Chadron State College. Its mission is to help build a foundation for all students through a variety of services that promote academic, social and personal development to enhance the overall educational experience. The Learning Center programs are free services, provided by the college and available to all CSC students. For further information about the Learning Center, please access the website listed above.

## **Peer Tutoring**

Chadron State College's nationally-certified Peer Tutor program is designed to enrich a student's academic and personal experience at CSC and is a proven and highly-effective way of improving student success. Students are highly encouraged to use the program early to gain the greatest benefit. Students can receive tutoring services, free of charge, on a walk-in basis or by scheduling an appointment. Assistance in several academic subjects is available.

## **Supplemental Instruction**

Supplemental Instruction (SI) is a series of weekly review sessions for students taking historically challenging courses. SI is provided for all students who want to improve their understanding of course material and improve their grades and provides an opportunity to work together with people in your class to compare notes, discuss important concepts, develop strategies for studying the subject, and to test yourself before your professor does. Each session is guided by an SI leader who has previously taken the course.

## **Writing & Public Speaking Services**

Writing & Speaking Services are available to all students at various stages of the writing process. In a writing session, tutors encourage students to discuss ways to improve their writing. Tutors help students clarify their thinking and develop their ideas. Tutors also help students find strategies for improving organization, sentence structure, grammar and punctuation.

## **Library Learning Commons**

Reta E. King Library  
Phone: (308) 432-6271  
[www.csc.edu/library](http://www.csc.edu/library)

Normal hours of service

Monday – Thursday	7:00 am – 10:00 pm
Friday	7:00 am – 4:30 pm
Sunday	1:00 pm – 9:00 pm

The King Library Learning Commons provides students and faculty with access to a wide variety of information resources. The Library promotes and enhances student learning by providing information in all subject disciplines and providing a place conducive to studying, collaborating, and recreational reading.

The Library Learning Commons print collection supplements CSC's curricula and general knowledge needs with collections including non-fiction, fiction, periodicals, law, music scores, music CDs, textbooks, juvenile, and curriculum. To support current interests, the library subscribes to two leased collections; the adult rotating collection and the Young Adult rotating collection. The library also provides access to numerous eBooks and scholarly journals which can be accessed both on and off campus. If the Library does not have the materials that you require, it can usually get them through interlibrary loan. Also, extended and personalized reference service with a librarian is always available by appointment. The Library web pages provide access to self-driven library tutorials, Ask-a-Librarian, hours of operation, and other general library information.

On the main and lower levels of the Library Learning Commons are other services for students that truly make this a one stop shop. On the main level, the IT Help Desk, the Learning Center, Transitional Studies, and Career and Academic Planning Services are available for students and on the lower level, Project Strive/TRiO makes their home. Also for student use are 60+ computers, wireless access, printing/scanning, group study rooms (some with technology available) a student lounge (with technology), a media lab, and a coffee shop.

## **Lost and Found**

Please see the Human Resources Office, Sparks 122, regarding lost and found items.

## **Mail Services (Post Office)**

Phone (308): 432-6063

The CSC mail room is located in the Physical Facilities building in the southwest corner of campus.

Mail is delivered regularly by the CSC mail services personnel to each residence hall and is placed in the mailboxes provided in the lobby area of each building. Boxes are numbered the same as the rooms and may be opened with the room key, or a combination code.

Students will be notified if they have a package(s) which must then be picked up by the student in the mail room in the Physical Facilities building.

The U.S. Post Office is located at 278 Main Street in downtown Chadron.

## **Personal Emergencies**

In the event a personal emergency (such as illness, accident/hospitalization, death of an immediate family member, family problem) requires your absence from campus, you should contact each of your instructors as soon as possible. If this is not possible, you may call upon the office of the Senior Director of Student Affairs at (308) 432-6231 for assistance. If the emergency should cause an extended absence, it may be possible to make arrangements with your instructors to complete your coursework at a later date. If your absence has caused specific academic concerns for you, it is recommended that you request



assistance from Counseling and Disability Services in Crites Hall, Room 011, or from your advisor.

Should your situation be such that you are no longer able to complete your courses for the current term, you may be eligible to submit an Extenuating Circumstance Appeal. Contact the <http://csc.edu/start/index.csc> for details.

## **Publications**

The Eagle Newspaper  
Phone: (308) 432-6303  
Old Admin, Room 235  
[www.csceagle.com](http://www.csceagle.com)

The Eagle has been the voice of Chadron State College since 1920. For the latest edition of The Eagle, please access the website listed above.

## **Records Office**

Phone: (308) 432-6221  
Crites Hall 107  
[www.csc.edu/registrar](http://www.csc.edu/registrar)

The following services are available online from the Records Office:

- Transcript Requests
- Graduation Application
- Transfer Credit Questions
- Transcript Evaluation Questions
- Change of Name
- Change of Major
- Academic Amnesty
- Course Challenge
- Grade Change
- Permission to Audit Class

For further information about the Records Office, please access the website listed above.

## **Safety and Security**

Phone: (308) 432-6037  
Maintenance Building 102  
<http://www.csc.edu/security>

In case of emergencies, dial 9-911 (from on-campus phone) or 911 (from off-campus phone)

CSC Campus Security consists of a full-time Security Supervisor, a full-time Security Officer, a full-time Campus Resource Officer (provided by the Chadron Police Department) and a number of student patrols who are responsible for reporting unusual or suspicious on-campus activity and are trained to respond to emergency situations. CSC Campus Security also provides a Safety Escort Program between the hours of 5 p.m. and 3 a.m. Check our website for further information on this service.

The latest edition of the Chadron State College Security and Crime Prevention Policies and Statistics report can be located at:

[www.csc.edu/documents/security/SafetySecurity.pdf](http://www.csc.edu/documents/security/SafetySecurity.pdf)

## **Sexual Assault and Harassment Reporting**

Phone: (308) 430-0980  
<https://www.csc.edu/titleix/>

If you believe yourself or someone else has been subjected to sexual harassment or sex-based discrimination on the Chadron State College campus, you may report the misconduct to Title IX Coordinator at 308-430-0980 or by emailing [titleixcoordinator@csc.edu](mailto:titleixcoordinator@csc.edu). If there is an immediate threat, contact 911 (or dial 9-911 on campus phones). Please refer to [https://www.nscs.edu/directory\\_record/31/3020\\_sexual\\_violence\\_or\\_sex\\_harassment\\_reporting\\_policies\\_and\\_procedures](https://www.nscs.edu/directory_record/31/3020_sexual_violence_or_sex_harassment_reporting_policies_and_procedures) for further details.

## **START Office (Enrollment and Financial Aid)**

Phone: (308) 432-6060  
Crites Hall, 1st Floor  
[www.csc.edu/start/advising/index.csc](http://www.csc.edu/start/advising/index.csc) (Enrollment)  
[www.csc.edu/finaid](http://www.csc.edu/finaid) (Financial Aid)

The START Office (Student Transition And Registration Team) is open Monday-Friday and is your one-stop shop for Student Services. Located on the first floor of Crites Hall, the START Office is equipped to help you with a number of tasks, including:

- Advisor Changes
- Class Schedules
- Credit Evaluation Requests
- Enrollment Verification
- Financial Aid: FAFSA and Scholarship Information
- Major/Minor Changes
- Name Changes

For policies pertaining to enrollment and/or financial aid visit the links provided above.

## **Student Academic Issues and Concerns (SAIC)**

Phone: (308) 432-6482  
E-mail: [studentconcerns@csc.edu](mailto:studentconcerns@csc.edu)  
Website: <https://www.csc.edu/vpaa/saci1/index.csc>

SAIC is available to provide support for students with the following issues: credit hour overload requests, course substitutions, grade appeals, request for incomplete grades, student complaints and other concerns.

## **Student Complaints and Appeals**

<https://www.csc.edu/start/studentconcerns/index.csc>

Chadron State College's ultimate objective is to assist students in achieving their academic goals. In cases where the student might have concerns, complaints or a desire to appeal or file a grievance, procedures have been established to address these concerns, complaints, appeals and grievances. Please refer to the website above for further information and processes regarding Student Complaints and Appeals.

## **Student Employment (Human Resources)**

Phone: (308) 432-6224  
Sparks Hall, room 122

Available part-time, hourly, paid positions for both work study and departmentally funded employment opportunities are posted at <http://www.csc.edu/hr/student>.

Financial Aid awards work study to undergraduate and graduate students based on financial need and availability of funds. The work study program provides job opportunities for students to earn money to help offset educational expenses for

the academic year. A variety of positions are available and include off-campus and community service based positions. A work study award does not guarantee employment at CSC. For more information, please visit the webpage below:

<http://www.csc.edu/finaid/employment/index.csc>

### **Student Support Services (Project Strive/TRiO)**

Phone: (308) 432-6069

Library Learning Commons, Room 112

[www.csc.edu/projectstrive](http://www.csc.edu/projectstrive)

Project Strive/TRiO is a federally-funded TRiO-Student Support Services (SSS) program which is funded by the U.S. Department of Education. Chadron State College was awarded a renewable grant to fund this program and assist its population of eligible students. Project Strive offers free services designed to motivate and support qualified college students. Those eligible for support services include first-generation, low income, and disabled students. This academic enrichment program is committed to helping college students persist to graduation through encouragement, support, and a wide range of activities.

### **Project Strive/TRiO Counselor**

(308) 432-6242

Library Learning Commons, Room 112

- Individual Alcohol and Drug Evaluations
- Individual and Group Counseling

### **Veteran Services**

Phone: (308) 432-0545

West Court, Unit #26

[www.csc.edu/veteranaffairs](http://www.csc.edu/veteranaffairs)

The Veteran/Military Resource Center is available to veterans/service members to meet a variety of needs. Staff is on hand to answer questions and provide assistance to those wishing to enroll for their education benefits or tuition assistance. A lounge is available for meeting with other veterans, relaxing between classes or eating lunch. A quiet space and computers are available for studying or doing homework.

Relationships are in place with the VA and the County Veteran Service Office and counselors are available to meet with local veterans and answer questions regarding veteran benefits.

Information about veteran education benefits and military tuition assistance can be obtained through the Veteran/Military Resource Center. Please call or e-mail to set up an appointment with Scot Mullis, Coordinator of Veteran Services at the number listed above or [veteranservices@csc.edu](mailto:veteranservices@csc.edu).

## **III. Student Activities and Organizations**

### **Athletics**

Phone: (308) 432-6344

Chicoine Center

[www.ChadronEagles.com](http://www.ChadronEagles.com)

Chadron State College offers a well-rounded athletic program for the benefit of both the student body and the general public. Intercollegiate competition is available in football, cross country, basketball, wrestling and indoor and outdoor track and field for men. Women have the opportunity to participate in competitive volleyball, basketball, indoor and outdoor track and field, golf and softball. The CSC Eagles belong to the Rocky Mountain Athletic Conference and NCAA Division II.

For additional information and a list of athletic teams, coaches, rosters, and schedules, please access the website listed above.

### **Campus Activities Board (CAB)**

Student Center

Phone: (308) 432-6386 or (308) 432-6392

<http://www.csc.edu/modules/clubs/information/campus-activities-board>

CAB is the Student Senate's activity programming board on campus. The students in this group promote involvement of CSC students by planning and providing cultural, educational, social activities and entertainment for CSC students. Some examples of the entertainment brought to campus by CAB include hypnotists, magicians, comedians, dances, movies and novelty acts. The board is made up of representatives from many of the clubs on campus as well as non-club members. CAB meets on Tuesdays at 6:00 pm in the Scottsbluff Room of the Student Center.

### **Intramural Sports**

Phone: (308) 432-6392

Nelson Physical Activity Center, Room 105

[www.csc.edu/hper/intramurals/index.csc](http://www.csc.edu/hper/intramurals/index.csc)

The Intramural Program provides students the opportunity to participate in various sporting activities in a fun but competitive atmosphere. It also gives students the opportunity to get more involved with their fellow students and friends! League sports include activities like football, basketball, racquetball, dodge ball, softball, and more. Please visit [www.imleagues.com](http://www.imleagues.com) to review and register for available sports activities.

### **Student Clubs and Organizations**

Phone: (308) 432-6392

Nelson Physical Activity Center, Room 105

[www.csc.edu/clubs](http://www.csc.edu/clubs)

Want to have fun, learn new things and meet new people? There are over 40 student clubs and organizations at Chadron State College. For a complete list of all student clubs and organizations, please access the website listed above. If you are interested in forming a new club or organization, please visit with Director of Student Activities and Recreation for additional information.

### **Student Government/Senate**

Student Center

Phone: (308) 432-6386 or (308) 432-6392

<http://www.csc.edu/studentsenate/index.csc>

Student Senate is a representative organization of the student body at Chadron State College. Student Senate aims to provide a forum for the expression of student views and interests; to be the "voice" of the student body; to improve student cultural and social welfare; to ensure the continued existence of student's rights, both in principle and in practice. Student Senate meets on Mondays at 5:00 in the Scottsbluff Room of the Student Center.

### **The Pit**

Student Center

The Pit is an area where students can utilize recreational equipment in their free time:

- Pool Tables
- Ping Pong
- Xbox One Games
- Board Games/Cards

Normal hours of operation:

9:00 am – 10:00 pm (every day of Fall and Spring semesters)

## IV. Policies and Guidelines

### **Academic Policies (Selected)**

The Vice President for Academic Affairs is the chief administrative officer in the areas of academic policy, curriculum, and the conduct of classroom instruction and professional personnel engaged therein. Students are encouraged to contact this office, or the appropriate Department Chair/Dean, for assistance with special academic problems. The office of the Vice President for Academic Affairs is located in Sparks, Room 223.

#### **Academic Honesty Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3419?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Please refer to the Academic Honesty Policy web address above for further details.

#### **Electronic and Recording Devices in Class Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3442?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Please refer to the Electronic and Recording Devices in Class Policy web address above for further details.

#### **First Year Inquiry (FYI) Academic Reprieve Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3448?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Students may apply for “academic reprieve” for previously taken First Year Inquiry (FYI) courses. “Academic Reprieve” results in a grade being absolved from a student’s grade point average and the grade not being calculated into the student’s current or cumulative grade point average. An annotation is added to the student’s transcript indicating that academic reprieve was granted for the course. Students cannot apply for reprieve until after the course is graded and have until two weeks into the subsequent semester of enrollment to complete the academic reprieve process requirements listed below. For further questions and the form, please contact the Dean for Liberal Arts School and Essential Studies Program. Please refer to the First Year Inquiry (FYI) Academic Reprieve Policy web address above for further details.

#### **Grade Appeals Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3450?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Please refer to the Grade Appeals Policy web address above for further details.

### **Code of Conduct**

#### **Conduct and Discipline; Students (3100)**

[https://www.nscs.edu/downloads/file/23/3100\\_conduct\\_and\\_discipline\\_students](https://www.nscs.edu/downloads/file/23/3100_conduct_and_discipline_students)

The Nebraska Board of Trustees grants authority to the Presidents of the State Colleges to designate appropriate officers, establish representative college committees, render initial decisions and provide appeal procedures in regard to allegations of academic dishonesty, grade appeals, failure to pay a financial obligation, or academic performance, achievement, probation and suspension. All disciplinary sanctions imposed for misconduct identified in Board Policy 3100 are to be governed by terms of the policy and the due process requirements set forth in Policy 3200. Acceptance of this policy by the students is implied as a condition of his/her enrollment. Please refer to the Conduct and Discipline; Students Policy (3100) web address above for further details.

#### **Due Process – Students (3200)**

[https://www.nscs.edu/downloads/file/24/3200\\_due\\_process\\_-\\_students](https://www.nscs.edu/downloads/file/24/3200_due_process_-_students)

Definition: Due Process

An established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual.

—AMERICAN HERITAGE DICTIONARY

Affording persons or organizations “due process” basically means to conduct legal proceedings with fairness in both content and procedure. <http://lawhigheredu.com/47-due-process-substantive-and-procedural.html>

Due process is a key component to what a student’s rights are when dealing with the judicial affairs function of a higher education institution whether it be related to an academic or student conduct failure. These standards of due process layout what rights a student has when they are being processed through the campus judicial system. Even though due process is a key piece of the judicial process, it is often not understood by the student that is alleged to have violated their contractual obligations to the college. Since these due process procedures are less than what is required by criminal courts, they are often misunderstood by the student. For student conduct cases, there is a process that allows the accused student to make their case before being sanctioned by the college. (Jason T. Fishner “Due Process in the Realm of Higher Education: Considerations for Dealing with Students Rights” Educational Administration and Policy Studies 680, University at Albany

July 31, 2006. Pg. 5. <http://files.eric.ed.gov/fulltext/ED496221.pdf>).

Please refer to the Due Process – Students Policy (3200) web address above for further details.

#### **Right to Due Process**

It is the policy of the Board to grant procedural due process to students accused of misconduct under the terms of Board Policy 3100. Regarding allegations of academic dishonesty, grade appeals, failure to pay a financial obligation, or academic performance, achievement, probation and suspension each College will devise its own adjudication procedures. However, for allegations of misconduct identified in Policy 3100 that may result in disciplinary sanctions, due process procedures outlined in Board Policy 3200 will be followed.

### **General Policies**

#### **Anti-Harassment/Discrimination Policy (5007)**

[https://www.nscs.edu/downloads/file/78/5007\\_anti-harassmentdiscrimination\\_policy](https://www.nscs.edu/downloads/file/78/5007_anti-harassmentdiscrimination_policy)

Please refer to the Anti-Harassment/Discrimination Policy (5007) web address above for further details.

#### **Campus Clean Air Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3430?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Please refer to the Campus Clean Air Policy web address above for further details.

#### **Changes of Registration and Withdrawal Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3431?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Please refer to the Changes of Registration and Withdrawal Policy web address above for further details.

#### **Grievance Procedures – Students (3210)**

[https://www.nscs.edu/downloads/file/26/3210\\_grievance\\_procedures\\_-\\_students](https://www.nscs.edu/downloads/file/26/3210_grievance_procedures_-_students)

Please refer to the Grievance Procedures – Students (3210) web address above for further details.

## **Open Flame Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3487?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Please refer to the Open Flame Policy web address above for further details.

## **Payment Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3491?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Please refer to the Payment Policy web address above for further details.

## **Residency Classification**

[https://www.nscs.edu/downloads/file/28/3050\\_residency](https://www.nscs.edu/downloads/file/28/3050_residency)

Out-of-state students interested in Nebraska residency status for tuition purposes must first meet minimum requirements as established by the state of Nebraska. Residency applications are available in the Admissions Offices at Crites Hall. Residency applications filed after the end of the week one of classes will not be approved until the beginning of the following semester. Additional information can be found at Board Policy 3050 (web address above).

## **Sexual Assault and Harassment Reporting Policy (3020)**

[https://www.nscs.edu/directory\\_record/31/3020\\_sexual\\_violence\\_or\\_sex\\_harassment\\_reporting\\_policies\\_and\\_procedures](https://www.nscs.edu/directory_record/31/3020_sexual_violence_or_sex_harassment_reporting_policies_and_procedures)

Title IX is the federal law prohibiting sex discrimination in educational institutions. It is from the Higher Education Act of 1965, amended in 1972 and 1987. Title IX forbids sex discrimination in all College student services and academic programs including, but not limited to admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, Records Office, classroom assignments, grading and discipline. For Title IX inquiries, please contact the Title IX Coordinator at (308) 432-6224 or [TitleIXCoordinator@csc.edu](mailto:TitleIXCoordinator@csc.edu).

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from unlawful discrimination, harassment, or violence. Sexual violence and sex harassment are prohibited by law and by Board policy and the Colleges will not tolerate sexual violence or sex harassment in any form, including, but not limited to, sexual assault; stalking; dating violence; domestic violence; acquaintance, date or stranger rape; non-consensual sexual intercourse; sexual cyber harassment or sexual bullying. The Colleges will take appropriate action to prevent, correct, and discipline harassing or violent behavior that is found to violate Board policies and principles of equal opportunity and access.

This policy provides guidance for what students should do if they have been victims of sexual violence or sex harassment, and what the Colleges will do if such violence or harassment occurs. A student alleged to have committed sexual violence or sex harassment can be disciplined under the Code of Student Conduct and/or prosecuted under Nebraska criminal statutes. Additional Board Policies, Employee Handbooks and Collective Bargaining Agreements, also apply to employees alleged to have committed sexual violence or sex harassment.

The Colleges have a responsibility to respond to reports of sexual violence or sex harassment and attend to the needs of the students who are involved. Reports of sexual violence and sex harassment are taken with the utmost seriousness, and the student will be promptly referred to the appropriate persons or resources for assistance. The Colleges are also responsible to ensure that the individual charged with committing such violence or harassment is treated fairly. Individuals are presumed innocent unless proven responsible, and will also be referred to appropriate services for assistance. Please refer to Sexual Assault and Harassment Reporting Policy (3020) web address above for further details.

## **Weapons and Explosives Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3514?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Please refer to the Weapons and Explosives Policy web address above for further details.

## **Residence Hall Policies/Guidelines**

<https://www.csc.edu/housing/index.csc>

As a condition of living in the College residence halls/campus housing, it is understood and agreed upon that all property and possessions contained in a student's room in the residence halls/campus housing are subject to College searches and inspections for "health and safety" considerations as well as "institutional-purpose searches" which include monitoring and enforcement of drug, alcohol and weapons policies. Each student consents to such room searches and inspections and agrees to unlock any safe, lock box, locked cabinet, etc. for purposes of allowing College personnel to conduct such searches. Failure to unlock and provide access into a safe, lock box, locked cabinet, etc. will be grounds for the container to be confiscated and removed from the College premises.

The College reserves the right to reassign students within and between residence halls and rooms as deemed necessary, and to immediately terminate the contract by written notice if the student fails to comply with any of the terms and conditions of the contract or, if in the judgment of Student Services staff, continued residence would have a seriously negative effect on the student and/or fellow residents, or if a student does not show 'active academic participation' within the College community. All other Residence Hall policies and guidelines are contained in a separate handbook. Please refer to that publication at [www.csc.edu/housing](http://www.csc.edu/housing).

## **Student Rights and Responsibilities**

### **Missing Student Notification Policy**

<https://app.policyiq.com/ChadronStateCollege/Content/View/3483?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Please refer to the Missing Student Notification Policy web address above for further details.

### **Parking**

<http://www.csc.edu/businessoffice/parking.csc>

Parking on campus is a privilege and requires a permit that can be obtained in the Business Office. Cooperation and compliance with the established rules and regulations will help ensure convenience for everyone.

### **Rights and Responsibilities, Students Policy (3250)**

[https://www.nscs.edu/downloads/file/27/3250\\_rights\\_and\\_responsibilities\\_students](https://www.nscs.edu/downloads/file/27/3250_rights_and_responsibilities_students)

### **Freedom of Expression**

Students have the right of expression in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty. Student behavior in a classroom should contribute to the learning process.

### **Instructional and Grading Procedures**

The faculty determines the character of courses which includes content and instructional and grading procedures. Students have the right to be informed at the beginning of each course of the nature of the course, course expectation, evaluation standards, and the grading system.

Each student has the right to a course grade based upon a sound academic evaluation and upon a specified grading procedure. A student has the right to receive upon request a clarification of the grade received. The faculty

of each department, school, or program shall provide a committee to consider the appeal of those cases in which a student feels the performance evaluation exhibited prejudice or bias and was based on factors other than student performance. Colleges shall provide standing committees to consider cases in which the student or faculty member chooses to appeal the initial decision. Any of these committees shall have the authority to recommend, to the Vice President responsible for Academic Affairs, changes in the grade based upon its findings.

### Faculty-Student Consultation

Faculty should be available on a regular basis for consultation with students. Students may ask for an evaluation of their performance during the progress of a course. If a student conveys information of a confidential nature to a member of the faculty, this confidence should be respected.

### Student Evaluation of Instruction

Students can contribute significantly to the evaluation of instruction. The faculty has the obligation to solicit students' evaluations of their educational efforts and to make changes in accordance with their best judgment. To assist the faculty in the task of providing the best possible education, students should express their reactions and opinions about quality and relevancy of the instruction to the department or College involved. Each College should establish a standing procedure through which student evaluations can be expressed.

Please refer to the Rights and Responsibilities, Students Policy (3250) web address above for further details.

### Student Organizations; Conduct and Discipline (3300)

[https://www.nscs.edu/downloads/file/29/3300\\_student\\_organizations](https://www.nscs.edu/downloads/file/29/3300_student_organizations)

Please refer to the Student Organizations; Conduct and Discipline Policy (3300) web address above for further details.

### Student Records (3650)

[https://www.nscs.edu/directory\\_record/45/3650\\_student\\_records](https://www.nscs.edu/directory_record/45/3650_student_records)

Please refer to the Student Records Policy (3650) web address above for further details.

## V. Student Complaints Against Postsecondary Institutions

The following is taken directly from Nebraska's Coordinating Commission for Postsecondary Education and found at <https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>.

The Coordinating Commission for Postsecondary Education is responsible for responding to formal complaints against public, independent non-profit, and most proprietary institutions of higher education that offer degrees in Nebraska. While the Commission has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, Commission staff will review submitted complaints and work with student complainants and institutions. **Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions, or discipline/conduct matters.**

- > If a student has a complaint regarding a private postsecondary career school that is overseen by the Nebraska Department of Education (NDE)-Private Postsecondary Career Schools, he/she should contact NDE at (402) 471-4825 or through this online form. (<http://www.education.ne.gov/PPCS/PDF%20Folders/PDF%20Documents/PPCS%20Forms/Complaint-form.pdf>)
- > If a student believes that a college or university has violated state or federal law, he/she may wish to contact the Office of the Nebraska Attorney General ([www.ago.ne.gov/consumer\\_protection](http://www.ago.ne.gov/consumer_protection)):

Office of the Attorney General

2115 State Capitol

Lincoln, NE 68509

Phone: (402) 471-2682

Fax: (402) 471-3297

email: [ago.consumer@nebraska.gov](mailto:ago.consumer@nebraska.gov)

Consumer Protection Division (toll-free): (800) 727-6432

Consumer Protection Division - En Espanol: (888) 850-7555

- > If the student believes that an institution has acted in a discriminatory manner, he/she may wish to contact the Nebraska Equal Opportunity Commission (NEOC) ([www.neoc.ne.gov](http://www.neoc.ne.gov)) at (800) 642-6112 in Lincoln, (800) 382-7820 in Omaha, or (800) 830-8633 in Scottsbluff. The NEOC provides the following advice: Race discrimination in schools falls under Title VI of the Civil Rights Act of 1964. Sex discrimination and harassment falls under Title IX of the Education Amendments of 1972. Disability discrimination falls under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. None of these laws are within the jurisdiction of the Nebraska Equal Opportunity Commission. They are federal laws and are enforced by the U.S. Department of Education ([www.ed.gov](http://www.ed.gov)):

Office for Civil Rights

Kansas City Office

U.S. Department of Education

8930 Ward Parkway, Suite 2037

Phone: (816) 268-0550

- > Furthermore, after filing a complaint with the Attorney General's Office, NEOC, or the Coordinating Commission for Postsecondary Education, the student may still hire a private attorney and adjudicate the complaint through the court system.

Within two years of the incident about which the student is complaining, he/she should contact the Coordinating Commission for Postsecondary Education using our complaint form. Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions, or discipline/conduct matters. Please follow the steps outlined below to submit a complaint:

#### STEP 1

If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. If the student's complaint is not resolved through this action, he/she should contact the department or program chair or division head or dean. If the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty/ staff member(s) or chair/ dean, the student should proceed to STEP 2.

#### STEP 2

The student should file a complaint through his/her institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook, or website. This might also be called a grievance process. If the student is unable to resolve the complaint in this manner, he/she should proceed to STEP 3.

#### STEP 3

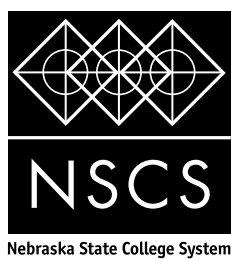
The student must complete the Commission's Student Complaint Form. After receiving a complaint through our complaint form, Commission staff will review the submitted materials and contact the submitter for any required additional information or clarifications. The Commission will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, Commission staff will determine whether the institution's student

complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Commission will inform both parties involved in the complaint.

If the student has additional questions about the complaint process, or wants to clarify that the individual complaint is reviewable by the Commission, please feel free to contact the office at (402) 471-2847.

CCPE Complaint Form

(<https://ccpe.nebraska.gov/student-complaint-form>)





**CHADRON  
STATE COLLEGE**

**RESIDENCE LIFE HANDBOOK  
2017-2018**

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The following pages in the Residence Life Handbook contain the terms and conditions of residential life at Chadron State College. Please read all the information provided within as it constitutes items that you will be responsible for as a resident student.

Additional policies for the campus and residential units are available in the CSC Student Handbook on the CSC web site.

We reserve the right to update procedures or policies as needed.





**CHADRON  
STATE COLLEGE**

## **Welcome to Housing and Residence Life**

On behalf of the staff of Housing, I want to welcome you to our campus community.

Chadron State College takes great pride in the resident living arrangements available on campus. Rooms are spacious, well furnished, and among the finest available in the Midwest.

Chadron State College residence halls offer double and single occupancy in a variety of room arrangements. All residence halls are located on campus in close proximity to classrooms and campus activities.

As a new student, you will find that on-campus living quickly makes you part of the campus community. In the residence halls, you will find more than a comfortable place to sleep and study. You'll find plenty of opportunities to develop skills and friendships by participating in Residence Life Association and campus activities. Your experiences in the residence halls will ensure that these will be memorable times in your life.

Like life outside college, campus life can present difficulties and opportunities. The goal of the Housing and Residence Life Program is to help students resolve or avoid some of these difficulties and make college living meaningful and rewarding. This is possible through the efforts of the specially selected and trained staff who work directly with the students. Students are invited to visit with any of these individuals regarding questions about the campus or campus housing.

While living with us, we encourage you to meet new friends, become involved in the numerous activities offered, and enjoy the safety and convenience of on-campus living.

Sincerely,

Director of Housing & Residence Life

## **Residence Hall Staff**

**Resident Advisor (RA)** - The Resident Advisor (RA) is the heart of the residence life program. RAs are returning students who live on each floor and/or wing in the residence halls and help acquaint new students to campus. They help to develop and sponsor programs designed to inform fellow students about life on campus, in Chadron, and the surrounding area. A student can expect to have considerable contact with their RA and should consult them regarding college policy, rules, and regulations. Answering questions and solving problems are some of the many duties performed by this outstanding group of students.

**Sr. Resident Advisors (Sr. RAs)** – The Senior Resident Advisor (SRA) is an RA that exhibits exceptional leadership skills and serves as a direct liaison between RAs and residents to the Assistant Director of Residence Life. SRAs provide additional support and oversight of their residence hall, assisting their AD with duties and building coverage on a regular basis.

**Assistant Director - Residence Life (AD)** - Each hall has a building manager with the title of Assistant Director Residence Life (AD). The ADRL lives in the hall and is responsible for the total operation of a residence hall. The ADRL helps coordinate programs with the hall RAs, assists with training and supervision of RAs, helps to assist students in following the policies of residential living and schedules desk workers. They also work with the security staff.

**Associate Director of Residence Life** - The Associate Director of Residence Life is responsible for the overall development of programs for students in the residence halls. The residence Life office is located in the Hub, located south of High Rise.

**Associate Director of Housing and Residence Life**- The Associate Director of Housing and Residence Life assists in the overall development of programs for students in the residence halls as well as the supervision, hiring and training of the ADs and RAs. The Residence Life office is located in the HUB, the main lounge of the High Rise/Kent/Andrews housing complex.

**Director of Housing and Residence Life** - The Director of Housing and Residence Life is responsible for the coordination and delivery of a high quality housing program for on-campus resident students. The Housing and Residence Life office is located on the first floor of Crites Hall.

**Housing Office Staff** – The Housing Office is located in Crites Hall, room 102-103. The staff can help you with a number of things including room and meal plan changes.

## **Role & Mission**

The Residence Life program is committed to facilitating the growth and self-development of each resident to their fullest capacity. This includes the development of essential skills in personal, academic, and social areas. We believe the residential experience is an important part of education that challenges, supports, and facilitates the learning process.

The offices of Housing and Residence Life are an intricate part of Student Services at Chadron State College and strive to provide a safe and secure living environment in which students feel that campus housing is their home away from home.

## **Discrimination Statement**

Chadron State College is an equal opportunity institution. CSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The college has designated an individual to coordinate the college's nondiscrimination efforts to comply with regulations implementing Title

VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Chadron State College, 1000 Main Street, Chadron, NE 69337, 308-432-6224. The term “disability” includes physical or mental impairments that substantially limit one or more major life activities. Upon request, the college will provide students with disabilities with accommodations including, but not limited to, reasonable modifications to residence hall rooms. Students may contact ADA Services at 308-432-6461.

## **Residence Life Programs**

### **Residence Life Association**

As a member of our residential community, you are automatically a member of the Residence Life Association. This organization is the “official voice” of our on-campus residents and works closely with department leaders to promote a great residential experience. In addition to advising Residence Life on issues of policy and budget, RLA is a programming group. RLA annually sponsors/co-sponsors major events such as Week of Welcome, Family Day, Homecoming, Valentine’s Day, etc. Additionally, it provides financial support to halls for social and educational programs and for a variety of community amenities. RLA also provides many leadership opportunities for residents such as becoming a Resident Advisor, or judicial representative. Whether you just want to participate or really want to make a difference, plenty of opportunities are available.

### **Student Involvement**

The Housing & Residence Life Office employs many students at the front desks of each residence hall as well as in the offices of Residence Life, Campus Security, and Housing and Residence Life. These students represent an excellent pool of residents interested in the quality of their living environment and are utilized as representatives of students’ opinions. In addition, the Housing and Residence Life Office views involvement in student groups, professional organizations, and interaction with like departments on campus as an excellent way to stay tuned in to current issues.

## **CSC Residence Halls**

**Andrews Hall** provides co-ed by suite style housing for predominately upper-division students. It is located on the east side of the main residence hall complex. Andrews is a three-story residence hall arranged in suites. Every two rooms share a bathroom.

**Brooks Hall** is located on the north side of campus. It is a three-story residence hall offering co-ed housing.

**Eagle Ridge** is located on the east side of campus. It is brand new apartment style, co-ed housing for upper division students. Each apartment includes a 2 sink bathroom, 4 private bedrooms, a living area and a kitchen area. There are balconies, lounges and a laundry facility in each building.

**Edna Work Hall** features co-ed by suite style rooms and is one of the finest student housing facilities in Nebraska. There is a living area between two bedrooms, each room includes a complete bathroom.

**Edna Work Wing** is located on the west side of campus. It is a three-story residence hall offering co-ed housing. Edna Work Wing & Hall are joined building sharing two lobby areas.

**High Rise** is an eleven-story building located in the center of the three-building main residence hall complex. The co-ed by suite arrangement allows every two rooms to share a bathroom.

**Kent Hall** is a three-story building on the west side of the main residence hall complex. It is a residence hall co-ed by floor/wing with bathroom and shower facilities located in the center of the hall on each floor.

The residence hall rooms are designed to accommodate two students. Upper-division students and transfer students are given priority for private room requests. First year students may occupy private rooms according to availability. All rooms have adequate closet and drawer space and may be equipped with twin beds, study chairs and desks. All of the residence halls are air conditioned.

**\*\*\*\*Each student is allowed only 1 bed, 1 study chair and 1 desk provided by the college. College furniture must remain in the rooms at all times!**

## **Financial Obligations**

Failure to remain in good financial standing with the college will result in action by the college, which could include the cancellation of class registrations and contracts. This would result in residents having the meal plan suspended or being asked to vacate.

## **Residence Hall Residency Requirements**

All first-year students (including transfer students in their first year of college) attending Chadron State College are required to live in the residence halls for a minimum of two semesters and through successful completion of 30 credit hours. “Successful completion” is defined as having achieved a passing grade in those thirty credit hours. Students that may be exempt from this requirement are:

1. Married students.
2. Single parents with custody of children.
3. Living with parents and commuting to campus. This requires that the parents be actually living at the residence; ownership of property or living with another family member does not qualify for exemption.
4. Transfer students beyond the 1st year of college who transfer 30 or more credit hours from an accredited college.
5. Students 21 years of age or older as of the first day of the semester.

Students seeking exemption must fill out an off-campus application form, available in the Housing & Residence Life office, and have verification of exempt status from the Director of Housing prior to the start of the semester. **Students found in violation of this requirements will be charged room and board and may face additional sanctions.**

**All students living in the residence halls are required to participate in the food service program by purchasing a meal plan.**

## **International Student Requirement**

The CSC international tuition waiver is an on-campus undergraduate tuition award in an amount equal to one-half of the resident tuition rate up to 16 credit hours per semester. The award has a limit of 8 consecutive semesters provided awardees maintain eligibility criteria. An international student that receives this award will be required to:

- Maintain a cumulative grade point average (GPA) of 3.0 or better
- Live in residence halls
- Meet all other CSC residency requirements for housing

This award is for on-campus international students seeking an undergraduate degree from Chadron State College and is not available to those seeking their master’s degree. Summer sessions are not eligible for this tuition award.

## Residence Hall Reservation

Rooms are assigned by the Housing Office Staff. The preferences of each student in terms of roommate, residence hall and room type are considered in the assignment. If students are not assigned their first choice, they will be given the opportunity to change when space is available.

Student room reservations will be held until 12:00 noon (MST) on the first day of classes. At that time, rooms reserved for students who have not checked in will be re-assigned. The room will be held if the student has notified the Housing Office that he/she will be arriving late. Chadron State College reserves the right to make all housing assignments according to what appears to be in the best interest of the student and the college.

## Residence Hall Contracts

Residents sign a contract for the full academic year if they move in at the beginning of the fall semester. Those residents who move in after the start of the fall semester or at the beginning of the spring semester sign a contract that runs through the remainder of the academic year. Summer sessions are considered to be a separate contract period. Students' room contracts with the CSC Housing and Residence Life Office are legally binding. The terms of the contract are included in each contract. In addition, students are responsible for the information regarding the residence halls, food service, and campus which is included in the CSC Residence Life and Student Handbook.

If a student is under age 18 a parent or guardian must co-sign the contract.

## Housing Reservation Fee and Cancellations

### Room Reservation Processing Fee

**Processing Fee - A \$50.00 processing fee must accompany the Residence Hall Room Reservation form.** A room will not be assigned until the processing fee is received.

- The processing fee is non-refundable and applies to future contract processing of the student as long as the student remains in the residence halls (summers excluded). Should a student move off campus and later want a residence hall room the \$50.00 processing fee would again be required with a new application.

### Reservation Cancellations

- **\$150.00 Cancellation Penalty** is assessed for cancelling a Room Reservation after the deadlines of June 1 for fall semester and December 1 for spring semester and prior to the start date of the semester.
- **No Cancellation Penalty** if the cancellation is received in the CSC Housing Office prior to June 1 for fall semester and December 1 for spring semester.

### Contract Cancellations

- **\$150.00 Cancellation Penalty** is assessed for breaking a contract **after the deadlines** of June 1 for fall semester and December 1 for spring semester and prior to the start date of the contract.
- **Cancellation Penalty may be waived if:**
  - » • A student withdraws from college (during a semester) with the approval of the Senior Director of Student Affairs.
  - » • Has been suspended for academic or disciplinary measures, with the approval of the Senior Director of Student Affairs.
  - » • The contract is terminated with the approval of the Director of Housing or the Senior Director of Student Affairs.

- **Room Refunds** - After the start of the semester a \$150.00 Contract Cancellation Penalty will be charged and will be calculated according to the following schedule:
  - » • Week One - 100% refund and the \$150.00 Cancellation Penalty
  - » • Week Two - No Room Refund
- **Meal Plan Refunds** - After the start of the semester refunds are pro-rated based upon the number of days used with no refund for the last four weeks of the term.
- All cancellations must be in writing and be sent to the Housing Office at Chadron State College. Emails are accepted but must be sent to [cschousing@csc.edu](mailto:cschousing@csc.edu). Housing responds to all emails if you do not receive a response your email has not been received. If the cancellation is mailed, it must be postmarked prior to June 1 for fall semester and December 1 for spring semester.
- All cancellations, regardless of the application date or whether an actual room assignment has been made, will be subject to these policies.

## Financial Standing

Students must remain in good financial standing with the college in order to remain in college housing. Students not in good standing may be asked to vacate the residence hall and the meal plan may be cancelled.

If payment is not made by the **3rd week of school**, students will be contacted by the Housing office via email and/or mail notifying inactivating their meal plans. If the payment was still not received by Business Office on the **4th week of school**, student will be removed from campus housing.

## Temporary Accommodations

Accommodations may be made, to the extent possible, to house students over holidays and semester breaks who have no other auxiliary housing available. There will be a housing cost levied for these arrangements. Vacation periods not covered by the room and board include Thanksgiving break, Winter break and Spring break. The housing staff will work with the student to schedule housing during these breaks if available.

Residence Halls will be closed for approximately 1 week during the winter break in between Fall and Spring semesters. This closure will be posted. **No** housing in the Residence Halls will be available during this closure.

## Communication

Residence Life or other college staff may contact you by phone, mail or e-mail about any number of issues. Please help us provide you with quality service by responding in a timely manner. You are responsible for checking your mailbox in the residence hall and your campus e-mail frequently.

## Roommate Bill of Rights:

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommate, etc.
- The right to expect that a roommate will respect one's personal belongings.

- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the host's roommate and other hall residents.
- The right for redress of grievances. Residence hall staffs are available for assistance in settling conflicts.
- The right to be free from fear of intimidation, physical, and/or emotional harm.
- The right to expect reasonable cooperation in the use of the television.

## **Roommate Leaves**

Should a roommate leave, the student has one week (7 days after the roommate officially checks out of the room) to do one of the following:

- Move in with a roommate of his/her choice.
- Have a roommate of the student's choice move in with him/her.
- If eligible, change his/her contract from a double to a private room at the private prorated rate.

The Assistant Director - Residence Life may assign a roommate if or when one is available. This could involve a move by either or both students.

**\* Failure to do any of the above options may result in an automatic prorated charge of a private room for the remainder of the semester.**

## **Room Changes**

Room changes are allowed after the first two weeks of each semester. All room changes require the approval of the Assistant Director of Residence Life and the proper forms must be completed at the Housing Office in Crites Hall.

## **Disciplinary Procedures**

If a student receives a write-up for a violation, the following procedures should be followed:

- Contact the Assistant Director - Residence Life within 24 hours to complete any required paperwork. At this time the student may request a Judicial Hearing to appeal the write-up if he/she feels they should not be held accountable.
- The Judicial Hearing will consist of the Resident Advisor, the student, two or three judicial representatives from the residence hall, and the Assistant Director - Residence Life. The Associate Director of Housing and Residence Life may also be present.
- The student will be notified at the end of the hearing if they are fully responsible, partially responsible, or not held responsible.
- An Incident Hearing Form will be completed within one day of the hearing.
- If the student waives his/her right for a judicial hearing, or is not granted an appeal, they will be required to complete the assigned sanction within two weeks.

- If the student feels that further review of the incident is required, he/she may request an informal appeal with the Director of Housing and then a formal appeal with the Senior Director of Student Affairs and Student Life as stated in the procedures for formal due process as outlined in the student handbook.

## **Disciplinary Sanctions**

Disciplinary sanctions may include warnings, demands for restitution or reimbursement, a period of probation, remedial behavioral requirements, remedial educational requirements, suspension, or expulsion. In the event that a concurrent civil or criminal action for the same behavior which forms the basis of misconduct allegations under the provisions of this policy 3100 is in progress, the accused student may request in writing to the Executive responsible for Student Affairs, or equivalent administrator, that the college delay the continuance of the due process procedures. By requesting to delay until the external civil or criminal proceeding has concluded, the student agrees that he or she shall not attend any college classes or college-sponsored events or activities or shall not enter or use college property without specific written authorization from the Senior Director of Student Affairs.

**The following acts will also subject a student to disciplinary sanctions:**

- Concealment activities such as, but not limited to: a plastic bag over room smoke detector or otherwise interfering with the operation of the smoke detector; fan in the window blowing air out of the room; open window when temperatures are very cold or very hot; rug or similar barrier under the room door; smell of air freshener/perfume/cologne; burning incense; lighted candles; use of dryer sheets, candle warmers, etc.
- Possession of tattoo equipment including but not limited to: tattoo guns, needles, ink is strictly prohibited and could be subject to penalty through the State of Nebraska Licensure Boards.
- Presence of drug paraphernalia: glass pipes, bongos, hookahs, tobacco pipe, toilet paper/paper towel rolls with dryer sheets, rolling papers, etc.
- Alcohol containers, full or empty, that are used as residence hall room decorations. This is a health and safety issue.

**The following can cause an investigation to determine if a violation has occurred:**

- Comments overheard from the parties on campus related to possession or use of marijuana or other illegal drugs and/or the concealment of its possession or use
- Identification of the smell of marijuana or other illegal drugs by Residence Life Staff, complaints from fellow students, law enforcement personnel or other credible person.
- Signed incident reports from third parties such as roommates or floor mates.

**In addition to the above regulations:**

- If a student athlete is found to have violated the campus alcohol or drug policy, notification will be sent directly to the appropriate coach and the Athletic Director. It is up to the coach to determine appropriate action as it relates to violations of team rules in addition to the findings of this regulation and to determine whether or not an athlete is still athletic scholarship eligible.
- If a student in the Rural Health Opportunity Program violates the alcohol or drug regulation, notification will be sent directly to the Health Professions office

- If a student is an education major, notification will be sent to the Education department.
- Inhalants (a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled through one's mouth or nose) are also prohibited.
- Abuse of prescription or over-the-counter drugs is also prohibited.
- Students in violation of this regulation are subject to referral to the state and local law enforcement related to alcohol possession, use and distribution [e.g., minor in possession (MIP), procuring for a minor.]
- Students' guests are likewise subject to this regulation. Residents are accountable for the actions of their guests. Should guests be found in violation they may be asked to vacate the residence hall.
- All violations are cumulative for the entire time a student is enrolled at CSC.

\*\*\*As a condition of living in the college residence halls, it is understood and agreed upon that all property and possessions contained in a student's room/campus housing are subject to college sweeps and inspections for "health and safety" considerations as well as "institutional-purpose sweeps" which include monitoring and enforcement of drug, alcohol and weapons regulations. Each student consents to such room sweeps and inspections and agrees to unlock any safe, lock box, locked cabinet etc. for purposes of allowing College personnel to conduct such sweeps. Failure to unlock and provide access into a safe, lock box, locked cabinet etc. will be grounds for the container to be confiscated and removed from the college premises.

## **Disorderly Conduct/Unacceptable Behavior**

Civil behavior enhances the residence life setting and is expected at all times. The following abusive behaviors will not be tolerated:

- Any behavior or action, physical or verbal, which is meant to devalue, demean or incite an individual or group, directly or implied.
- Verbal abuse, including offensive language and derogatory group identity slurs.
- Threatening behavior, whether written, verbal or physical to others or self.
- Any form of sexual harassment or coercion, including date or acquaintance rape.
- Any use of force or physical violence.
- Trespassing, entering or remaining in any room or location without the resident's or staff's permission.
- Lewd, obscene or offensive behavior, including posted materials.
- Trespassing in residence hall rooms or opposite sex bathrooms.
- Possession of stolen property.
- Throwing or dropping objects out of windows.
- Possession of firearms, weapons or explosives (including fireworks).
- Arson or tampering with fire equipment.

Such behaviors may result in immediate removal from campus housing and/or disciplinary action being taken by college authorities. Students involved in the assault of another person within the residence halls may be removed from the halls and law enforcement officials may be contacted.

**Any attempt by a student or guest to physically or verbally harass a college employee (residence life staff) in the performance of his/her duty may lead to a strict disciplinary sanction.**

## **Firearms, Explosives, and Archery Equipment**

Firearms, ammunition, archery equipment and martial arts weapons are prohibited in the residence hall student rooms. This includes pistols, revolvers, rifles, shotguns or any other device designed with a firing mechanism. Air rifles, BB or pellet, and paint ball guns are prohibited as well. Knives, other than pocket knives with blades less than 4", are also prohibited. Any item specifically designed or intended to cause injury or death may not be maintained in the residence hall student rooms and will be confiscated. Failure to comply with any provision of this regulation may result in immediate removal from the residence halls.

Firecrackers and/or fireworks are not permitted in or around the residence halls/apartments. Flammable liquids such as gasoline and kerosene cannot be stored in the residence halls. Students may not store firearms in their vehicles on campus.

## **Needles/Syringes**

Residents using medications, which require injections, should not dispose of the needles/syringes in the trash cans or trash shoot in High Rise. A resident can contact the Health Services to obtain the proper disposal containers. Any tattoo equipment including but not limited to tattoo guns, ink, needles are strictly prohibited.

## **Physical Assault**

Students involved in the assault of another person within campus housing may be removed from the housing residence and will face disciplinary sanctions. Reports of assault should be made to Residence Life Staff or other college employee.

## **Suicide Threats or Attempts**

Threats must be reported to Residence Life Staff or another college employee. Every effort will be made to get needed help to students who attempt or speak of suicide while living in campus housing. Students exhibiting suicidal behavior or expressing suicidal thoughts may be required to attend counseling in order to remain in the residence halls. Students who are believed to have ingested a harmful substance will be required to go to the hospital and be checked by a physician.

Students who attempt suicide will have their individual situation assessed and the following may occur: 1) the student, if deemed harmful or disruptive to the campus community, will be asked to leave the campus; 2) the student may be allowed to remain in the residence hall while receiving counseling at the discretion of the Director of Housing and Residence Life and the Senior Director of Student Affairs.

## **Medical Emergencies**

Should a situation occur in which medical attention appears needed Residence Hall Staff should be notified and they will contact Chadron Police Department to dispatch EMT personnel and the Rescue Unit. Any costs for such assistance will be borne by the student/parents. Chadron Fire Department may charge for the ambulance service to the hospital.

## Security

In case of emergencies, please dial 9-911 (from on-campus phone) or 911 (from non-campus phone)

The CSC Campus Security Office is located in the Physical Facilities building in the southwest corner of campus.

CSC Campus Security consists of one Security Supervisor and a number of student patrols who are responsible for reporting unusual or suspicious on-campus activity and are trained to respond to emergency situations. 308 432-6037 for campus Security.

## Missing Student Policy & Procedure

This regulation establishes a framework for cooperation among members of the Chadron State College (CSC) community aimed at locating and assisting students who are reported missing.

1. A student shall be deemed missing when he or she is absent from CSC for more than 24 hours without any known reason.
2. All reports of missing students shall be directed to the Senior Director of Student Affairs, the Director of Housing and Residence Life, and Campus Security who shall investigate each report and make a determination whether the student is missing in accordance with this policy.
3. Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by CSC no more than 24 hours after the time that the student is determined to be missing. Unless otherwise specified by the student in their MyCSC account, the College will consider the parent/guardian or other primary emergency contact provided to the College by the student to be the person to be contacted in the event the student is determined to be missing. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. A designation will remain in effect until changed or revoked by the student.
4. At any point during a student's enrollment, he or she may choose to register or change Emergency Contact information with CSC by logging into their MyCSC account. This information is confidential but may be released to CSC Campus Security and the Chadron Police Department staff as necessary to carry out the purposes of this policy.
5. If a missing student is under the age of 18 and not emancipated, the Senior Director of Student Affairs is required to notify the custodial parent(s) or guardian(s) of the missing student no later than 24 hours after the determination by the Senior Director of Student Affairs and Campus Security that the student is missing.
6. No later than 24 hours after a student is reported missing, the Senior Director of Student Affairs, or his designee, will be responsible for contacting the appropriate Emergency Contacts as established above.
7. The Senior Director of Student Affairs and Campus Security will also notify the Chadron Police Department no later than 24 hours after it determines that the student is missing.
8. The Senior Director of Student Affairs, or designee, shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.
9. The Senior Director of Student Affairs, or designee, will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.

10. The Senior Director of Student Affairs, or designee, will organize support personnel when a student is determined missing and make appropriate contacts within the university (Counseling Center, Academic Dean of student's school, and Campus Security).

## Harassing Speech, Phone Calls, or Messages

Should a student receive prank or harassing phone calls, notes, social media, or e-mail messages, it should be reported to the Residence Life staff immediately. Personally directed harassing speech on campus which is intended to threaten or lead to violent behavior is unacceptable. Harassment will not be tolerated and will result in disciplinary action.

## Pranks

Pranks and practical jokes can quickly escalate into unwanted behavior, an increase in noise level and disturb other non-involved residents. Students who engage in practical jokes or pranks will be held responsible for damages and/or disciplinary action. Dropping or throwing any object out of or into the residence halls is prohibited.

## Room Cleanliness

Students are required to keep their rooms clean. Any bug or rodent activity should be reported to the Residence Life Staff immediately.

## Room Privacy & Security

Students are responsible for what occurs in their rooms. The right to privacy is of paramount importance. However, the entry into or sweep of the living quarters of a student may be conducted by the following people for the purposes and under the procedures detailed below:

- *By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.*
- *By authorized college personnel to insure that health, fire, and safety regulations are maintained. The college shall give at least 24 hours notice of such entry when possible.*
- *By authorized college personnel or agents to provide routine maintenance services and repairs.*
- *By authorized college personnel in emergency situations to protect the health and welfare of the student or to make emergency repairs to prevent damage to the property of the student and the college.*
- *By authorized college officials when there is probable cause to believe a violation of college or civil regulations is being committed, and that the delay required in procuring a warrant would endanger the health and safety of the residents or result in the probable destruction of the evidence of the violation.*

When it is necessary for authorized college officials or their agents to enter a student's room and the occupant(s) is not in, there should be two people present, if at all possible. The student(s) will be notified of the entry and the reason for the entry upon his/her return. **A student may be held responsible for activities that occur in his/her residence hall room, even though that student may not be present or involved in the regulation violation. Students are responsible for guests.**

## Visitors

Visitation hours are the times during which non-residents of that hall may visit in the room. On Friday and Saturday nights the residence halls are open to visitors from 9:00 a.m. until 2:00 a.m. and on Sunday through Thursday from 9:00 a.m. to 12:00 midnight. Residents may invite overnight guests, if provided accommodations are available and previous arrangements have been made with the Assistant Director - Residence Life. Guests may stay in the residence hall room with permission of the roommate and must be registered with the Assistant Director.

Overnight guests may stay no longer than 2 nights, this regulation is meant for true visitors and can't be manipulated to accommodate long term stays. Residents may be subject to disciplinary action because of their visitor's behavior. Visitors found intoxicated will not be allowed to stay in the Residence Halls and may be asked to leave. Chadron State College reserves the right to require a guest to leave and/or restrict visitation.

## Quiet Hours/Noise

Quiet hours for all residence halls is defined as the hours between 10 p.m. and 9 a.m., Sunday through Thursday and 12 midnight and 9 a.m., Friday and Saturday nights. Individual floors may vote to expand these minimum requirements; hours must be agreed upon by the residents of that floor and the residence hall staff; quiet hours are posted. Common courtesy should be considered 24 hours a day; excessive noise is not permitted at any time. This regulation recognizes that the residence hall community consists of many diverse individuals with varying schedules.

Congregating in the halls or common areas may create excessive noise. It is preferred these gatherings happen in the residence hall rooms with the doors closed. Residents that wish to use or practice musical instruments should be aware that Memorial Hall has practice rooms available for this purpose. Music, games, televisions and video gaming are a frequent source of disturbances in the halls. Residents have many different musical tastes and preferred volume levels vary widely. Please consider using headphones for a higher volume; the sound from your room should not be heard in the hallway.

Consideration for fellow students is essential at all times and should set the atmosphere for community living. Unreasonable noise or disruptive activity will not be permitted.

## Chadron State College Alcohol and Drug Policy

The possession or consumption of alcoholic beverages or illegal drugs on college property is in violation of the policies of the Board of Trustees of the Nebraska State Colleges. In Board Policy 3100 provides that the following acts shall be considered to constitute misconduct for which an offending student may be subject to disciplinary sanctions:

1. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of the college campus including outdoor areas and parking lots;
2. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or college staff intervention;

3. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician;
4. Inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior;
5. Any act occurring on the college campus or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons;
6. Sexual harassment, assault or any other uninvited behavior of a sexually explicit nature;
7. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
8. Damaging or attempting to damage property of the college or of another individual;
9. Serious traffic violations on the campus, including operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
10. Violation of any student housing unit policy, rule or regulation.

**Residence hall staff will call law enforcement to assist in handling situations involving drugs or other controlled substances.**

**Residents who do not wish to be held accountable for a violation of policy should immediately leave the room/area in which these items are present. Reports of violations may be given to the Assistant Director - Residence Life.**

## Medical Marijuana

The possession of a medical marijuana permit does not allow for the possession or use of marijuana in the residence halls. Marijuana obtained for medicinal purposes cannot be stored or used in the residence halls.

Parents of CSC students under the age of 21 may be notified of alcohol/drug violations in accordance with FERPA guidelines.

\*All fees/fines collected for sanctions will be used to support the purchase of counseling and/or alcohol-drug educational materials curriculum, programming or staff training.

VIOLATION	CONSEQUENCES	
<p><b>First Offense— Alcohol</b></p> <p><b>*A first violation resulting in evaluation at the hospital emergency room will automatically be treated as a second violation.</b></p>	<p><b>*Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$50 fine*</li> <li>• Mandatory substance abuse assessment required (results/recommendations of assessment to be shared with Senior Director of Student Affairs)</li> <li>• Mandatory First Violation Alcohol Education Class (Number of sessions determined by outcome of assessment)</li> </ul>	<p><b>Discretionary (Maximum) Response</b></p> <ul style="list-style-type: none"> <li>• Notification of parents by Senior Director of Student Affairs( if emergency transport or other behavioral issues are involved)</li> <li>• Community service (Number of hours range from 0 to 50 determined by the severity of the incident)</li> <li>• Cancel housing contract (if student is living in residence halls or apartments)</li> <li>• Suspension</li> <li>• Expulsion</li> </ul> <p>Other options may apply at the discretion of the President or Senior Director of Student Affairs.</p>
<p><b>Second Offense— Alcohol*</b></p> <p><b>*A second violation resulting in evaluation in the hospital emergency room will automatically be treated as a third violation.</b></p>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$75 fine*</li> <li>• Notification of parents by Senior Director of Student Affairs if determined that violation affects the safety/health of student</li> <li>• Mandatory Second Violation alcohol education class</li> <li>• Conduct probation for one calendar year</li> </ul>	<p><b>Discretionary (Maximum) Response</b></p> <ul style="list-style-type: none"> <li>• Additional mandatory assessments of risk for substance dependence disorder and referral for treatment, if necessary. (Cost for assessment and treatment at student's expense)</li> <li>• Meet with Student Success Task Force to discuss results of assessments (The Task Force will impress upon the student the seriousness of the situation, offer support in exchange for student cooperation, and invite the student to sign a contract that will specify behaviors expected of the student. Expected behaviors include, but are not limited to, attending tutoring in the Learning Center, attending regular counseling sessions, and periodic check-ins with a member (or members) of the Task Force</li> <li>• Community service (Number of hours range from 0 to 50 determined by the circumstances of the incident)</li> <li>• Cancel housing contract (if student living in residence halls or apartments)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Other options may apply at the discretion of the President or Senior Director of Student Affairs.</li> </ul>
<p><b>Third Offense— Alcohol</b></p>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$100 fine*</li> <li>• Referral to the Senior Director of Student Affairs and Student Life for adjudication, notification to Senior Director of Student Affairs.</li> <li>• Cancel housing contract</li> </ul>	<p><b>Discretionary (Maximum) Response</b></p> <ul style="list-style-type: none"> <li>• Suspension</li> <li>• Expulsion from Chadron State College consistent with Board Policy 3000, 3100, and 3200</li> <li>• Referral for evaluation and treatment</li> </ul> <p>Other options may apply at the discretion of the President or Senior Director of Student Affairs</p>



<b>First Offense— Marijuana</b>	<b>Minimum Response</b> <ul style="list-style-type: none"> <li>• \$100 fine*</li> <li>• Mandatory substance abuse assessment required (results/recommendations of assessment to be shared with Senior Director of Student Affairs)</li> <li>• Mandatory First Violation Marijuana Education Class</li> <li>• Conduct probation for one calendar year</li> </ul>	<b>Discretionary Response</b> <ul style="list-style-type: none"> <li>• 0-50 hours of community service</li> <li>• Cancel housing contract (if student living in residence halls or apartments)</li> <li>• Suspension</li> <li>• Expulsion</li> </ul> <p>Other options may apply at the discretion of the President or Senior Director of Student Affairs</p>
<b>Second Offense— Marijuana</b>	<b>Minimum Response</b> <ul style="list-style-type: none"> <li>• \$150 fine*</li> <li>• CSC Housing contract terminated</li> <li>• Referral to Senior Director of Student Affairs for Adjudication</li> <li>• Follow-up counseling (fee* to be paid by student)</li> </ul>	<b>Discretionary Response</b> <ul style="list-style-type: none"> <li>• 0-50 hours of community service</li> <li>• Suspension</li> <li>• Expulsion</li> </ul> <p>Other options may apply at the discretion of the President or Senior Director of Student Affairs</p>
<b>Third Offense— Marijuana</b>	<b>Minimum Response</b> <ul style="list-style-type: none"> <li>• Expulsion from CSC consistent with Board Policy 3000, 3100 and 3200</li> </ul>	<b>Discretionary Response</b>
<b>First Offense- -Other illegal drug use and/ or possession</b>	<b>Minimum Response</b> <ul style="list-style-type: none"> <li>• Expulsion from CSC consistent with Board Policy 3000, 3100 and 3200</li> </ul>	<b>Discretionary Response</b>

## **Fire Regulations**

### **Reporting a Fire**

Always report any fire! It may be small and insignificant, but it could be the origin of a larger fire. In case of fire call 9.9.1.1 and tell the dispatcher the location of the fire and the apartment/room number. Notify a residence life staff member or all neighbors in the adjoining rooms and call the CSC Boiler House at 432.6226.

### **Fire Alarm Procedures:**

*All persons must evacuate the building immediately upon hearing the fire alarm and assemble at the designated area.*

*All persons must remain outside the building as long as the alarm continues to ring. No one may return until the Residence Hall Staff has checked every room so that it can be stated with certainty that the building is empty.*

Any fire or smoke must be immediately reported to the Assistant Director of Residence Life or Resident Advisor. Fire regulations and procedures are posted in each room. It is the student's responsibility to become familiar with the correct fire procedures.

**Tampering with the fire alarm or fire equipment (including smoke detectors) or the setting of fires will result in disciplinary action and will be reported to the State and federal authorities. The student will not be allowed to remain in housing.**

### **Open Flame**

Burning candles, incense and smoking in a residence hall room is considered a fire hazard and is forbidden.

**Halogen lights** are not permitted in student rooms due to high fire rating.

### **Residence Hall Smudging Protocol**

Any student wishing to smudge within the residence halls may be granted permission to do so one time at the beginning of the semester. The student **must request approval at least 48 hours prior to activity**, from the Director of Housing & Residence Life, or designee.

## Fire Sprinkler System

The following safety information pertains to halls with fire sprinklers. To ensure proper functioning of the sprinkler system, please observe the following:

1. Items should not be hung or attached to the sprinkler head or piping.
2. Sprinkler heads should never be obstructed or tampered with in any way.
3. Frisbees, balls, and other items that can damage the sprinkler heads are not to be thrown in the rooms, hallways, or other common areas.

Residents who tamper with the fire sprinkler system and cause damage will be subject to disciplinary action. This may include being held responsible for all damages to resident and college property, possible removal from the residence hall, and/or possible legal action.

## Tornado Alert Procedures

**Watch** – A tornado watch means that conditions are favorable for a tornado, and one may be possible.

**Warning** – A tornado warning means that a tornado has actually been sighted. Warning information is given by the radio and television. The warning to seek shelter is also given by the continuous undulation (rising and falling) tone of the sirens.

**IF A TORNADO SIREN IS HEARD: TUNE RADIOS TO 610 AM OR 97.5 FM, AND TELEVISIONS TO ANY CHANNEL EXCEPT HBO FOR EMERGENCY INSTRUCTIONS.**

In the event of a tornado warning take shelter in the basement or lowest level in the building. Residents should have a good flashlight, blankets, and a battery powered radio in case of emergencies. For more information on tornado safety contact the Region 23 Emergency Management Agency at 432.2251.

## Smoking

The CSC Residence Halls are “Smoke Free” and smoking in the residence halls is not allowed. All members of the CSC community are asked to comply with this regulation. The regulation is in place to promote and support the health of residential students and staff.

**Electronic cigarettes, vaping and hookahs are banned from the residence halls.** Students who smoke outside a residence hall must do so in designated areas and far enough from the building to avoid having smoke drift into the residence hall. Cigarette butts, packaging and other tobacco debris must be disposed of properly.

## Gambling

Gambling with or for money, in any form, is not permitted in the residence halls. Gambling on state property is a violation of Nebraska State Law.

## Solicitation

Housing units are not to be used for any commercial purposes. Soliciting for business, charity, political, or religious purposes on campus grounds or in campus buildings by anyone is prohibited.

## Residence Hall Refrigerators/Freezers

Students may bring refrigerators 6 cu. ft. or less (mini-fridge). Freezers are not allowed.

## Appliances

Students may bring small appliances with automatic shut off such as George Foreman Grills, Crockpot, Coffee makers, and Griddles. **Hot plates, Deep Fryers and open heat source appliances are not allowed. Absolutely no large appliances.**

## Residence Hall EAGLE CARD System

The Eagle card system at Chadron State College makes life in the Residence Halls safer and more convenient for students. These cards will allow entrance into your Residence Hall main Entrance and provide added security for the residents.

Students will be required to use their Eagle card to enter the Residence Hall.

The front doors of the residence halls will be open during the following hours: 7:00 AM-7:00 PM with the exception of Eagle Ridge which is locked 24-7

Do not prop doors open as this may provide access to the building for people who do not reside on campus. Campus Security patrols the campus area.

## Residence Hall Check In - Check Out

**Early Check-in** - Checking into the halls before the official opening is **highly discouraged. You must submit a written request to the Housing Office at least two weeks prior to your requested move-in date.** Charges for early move in will be billed at the summer weekly rates.

First Year and Transfer Students may move into the residence halls beginning at 8:00 AM on the Thursday prior to the start of the fall semester as part of New Student Orientation.

Prior to students moving into the residence halls, residence hall staff will have checked to see that the rooms are in good condition. Each student is given an inventory card to note the condition of the room. When residence in the hall is terminated, a Resident Advisor will use the same card to determine any damage, normal wear and tear will be considered. Each student is individually responsible for furniture, equipment and the general condition of his/her room. Failure to leave the room in the same general condition as when it was first occupied will result in the assessment of a damage charge. When checking out of the residence hall, students should use the following procedure:

- Give sufficient notice to the RA so he or she may be present when checking out.
- Remove all possessions.
- Clean the room thoroughly.
- Turn in the key to the RA, or AD.
- Sign the inventory card.
- Leave a forwarding address.
- Complete a “Housing Cancellation Request” provided by the RA or AD.

**No refunds will be made unless this procedure is followed.**

The residence halls are usually closed during vacation periods. The student must notify the Assistant Director - Residence Life if he or she plans to stay on campus during this time and arrangements will be made for housing. This may require that the student move to a different location during the vacation and pay a per-night fee.

## Damages

Residents of the room will be responsible for damages due to student negligence. Dart boards are not allowed in the residence halls or student rooms. Damages done to college property, except for that which is defined as normal wear and tear, may be billed to the student. Common area damages may be charged evenly to all students residing in that area if deemed necessary.

The college strictly prohibits any room furnishings from being removed and stored off campus. Anyone removing college property from a residence hall will be charged and billed accordingly.

## Academic Participation/Class Withdrawal

The primary purpose of Residence Life is to support the academic mission of Chadron State College and to facilitate a healthy living-learning environment. Do not hesitate to seek out your hall staff for assistance with class-related problems, and do not be surprised if staff approaches you about your academic progress. We care about your success and hope to assist you throughout the academic year.

Students are expected to be actively engaged and attending classes. **Should students demonstrate little or no active participation in the majority of their classes, the student may be asked to vacate the residence hall.**

Withdrawal from CSC classes does not automatically terminate the housing contract but the student must be taking classes in order to live in campus housing. Once a student files withdrawal forms, he/she is required to meet with the Residence Life Staff/Housing Office to review move-out policies and procedures. Housing charges may continue to accumulate until the student has signed the appropriate cancellation forms at the Housing and Residence Life Office, removed all belongings from the residence hall/apartment, returned the room key and completed the check-out process with the Residence Life Staff. **Only CSC students may reside in campus residences.**

## Part-Time Students

**Any student who drops below 12 semester hours after the first week of the semester must receive special permission from the Director of Housing and Residence Life to remain in the residence halls and must return to full-time status for the following semester. The Housing Office is in Crites Hall, room 102/103.**

In the event that a student with less than 12 hours becomes involved in the disruption of the safety, security and good order of the residence hall environment, he/she may be required to vacate the residence hall immediately.

## Attending Floor Meetings

Students are responsible for all information discussed and found in the Residence Hall Handbook and Campus Student Handbook; if unable to attend the floor meeting, you should contact your Resident Advisor. General meetings of all residents are held in each residence hall during Fall and Spring semesters. Floor meetings are held periodically throughout each semester. Notices will be posted announcing the time and place of each meeting. If attendance is required, you may be given a violation for noncompliance for failure to attend.

## Room Key

A room key will be issued when a student registers in campus housing. Students are advised to keep their room locked and their key with them at all times. An assessment will be made for each key that is lost. If a key is lost, it should be reported immediately to the Residence Life Staff. The staff will have the

student complete a Lost Key form. Requests for lock changes will be billed to the student. The student will then pick up a new key from the Assistant Director or the Housing Office. Refunds for recovered keys may be issued through the Housing Office. Students are not allowed to duplicate college keys.

## Decorations

A room is more enjoyable if decorated with posters, rugs, plants or other items. Students should not use decorations that create a health or fire hazard or cause damage to the room or residence hall. **Empty bottle and can collections in the rooms are not permitted as they present a health and pest hazard.** Retaining cans or bottles in rooms for recycling is also a violation of college & alcohol regulations. **Black lights may not be placed in existing college light fixtures.**

Rooms may **not** be painted by the students.

Each residence hall has items available for check out: board games and various types of recreation equipment. Also available for student use are microwaves, jumper cables, shovels and brooms. Halogen lights are not allowed due to fire hazard. Scentsy warmers or any other type of wax melting warmer are not allowed in the residence halls.

All decorations must be noncombustible or flame retardant.

- Artificial trees, electric cords, and lights may be used only if approved by Underwriter's Lab.
- No natural trees may be used.
- If holes are made in the walls, the use of toothpaste to fill those holes in is prohibited. Charges will be assessed.
- Using nails in the residence halls is prohibited.
- TV's may not be hung to the walls.
- Command strips are allowed, however, when taking them down, the proper removal procedures must be followed to avoid peeled paint. Charges may be assessed for peeling paint.

## Save Energy - Keep Costs Down

Students can help the College save energy (which in turn keeps room and board rates lower) by: turning off lights, powering down computers and gaming systems when not in use, keeping windows closed in winter and turning water off when not in use.

## Room Windows

Residents MAY NOT REMOVE the screens from their room window or other residence hall window(s) at any time and damages may be assessed for bent or missing screens. In order to protect those individuals who may be walking outside the residence halls, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residence hall window.

## Elevators

In the event that an elevator should malfunction, use the emergency alarm and await assistance. Under no circumstances should an individual attempt to open the doors by force or use alarm bells for reasons other than an emergency. All problems with the elevators should be reported to the Hall Director. **Vandalism (e.g. overloading, tampering with doors and control panels, jumping, rocking, etc.) will not be tolerated in elevators and may result in damage charges to the student.**

## Pets

No pets, except non –dangerous fish, are allowed in the residence halls. No other pets may be kept in the Aquarium, only fish! Aquariums may be no larger than 10 gallons. If a pet is found on the campus, the student will be in violation and may be given a disciplinary sanction. They may be given an appropriate timeline to vacate the animal. If the pet is not removed or another pet is found, it could result in additional disciplinary action or the termination of the housing contract. **The exception is service animals functioning as a disability accommodation or a therapy/support animal which provides emotional support, comfort, therapy, companionship, therapeutic benefits or to promote emotional well-being.**

*These animals have to be approved through CSC ADA Services.*

### **Service Animals**

Service animals are trained to do work or perform tasks for a student with a disability, and the work is directly related to the individual's disability. Service animals may accompany the student in any and all locations where students are allowed. Students with disabilities who are accompanied by service animals must comply with the same College rules regarding conduct, noise, safety, disruption, and cleanliness as people without disabilities. The ADA stipulates that service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the student's disability prevents using these devices. In that case, the student must maintain control of the animal through voice, signal or other effective controls.

The Colleges are not responsible for the care or supervision of service animals. Individuals with disabilities who are accompanied by service animals are solely responsible for the cost, care, supervision and well-being of the animal at all times.

Students with disabilities accompanied by service animals are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

Cleaning up after the animal is the sole responsibility of the student with disabilities that is in possession of the service animal. If the individual is not physically able to clean up after the animal, it is then the responsibility of that individual to hire someone capable of cleaning up after the animal in a timely, hygienic and respectful manner.

### **Therapy/Support Animals**

Even though therapy or support animals do not qualify as service animals, the Colleges shall provide reasonable accommodations for emotional therapy/support animals in College housing. Emotional support/therapy animals are animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being.

Students qualify for reasonable accommodation when (1) health care professional(s) have recognized and documented the therapeutic effect of animal companionship; and (2) the therapy animal is an integral part of a person's treatment process to assist in alleviating the symptoms of an individual's disability.

Requests to have an emotional therapy/support animal in campus housing are considered requests for

accommodation and will be reviewed on an individual basis.

Under the federal Fair Housing Act, accommodations for emotional support/comfort animals must be reasonable. Animals can pose no direct threat to the health and safety of others; cause substantial damage to the property of theirs; post an undue financial and administrative burden; or fundamentally alter the nature of the provider's operation.

## Theft

**Students are responsible for locking their rooms...which is the best defense!** CSC is not responsible for personal property that is lost, stolen or damaged. Large sums of money and other valuables should not be kept in the residence hall room. For purposes of insurance claims, it is recommended that the student file a police report for any theft. As an added security measure, students may fill out the personal property card provided by the ADRL. This card could assist law enforcement agencies in the event of a theft. Students may want to secure insurance for their personal property or check with their parents. In many cases homeowner's insurance policies will cover a student's property. To provide maximum security for personal property, a room should be locked when unoccupied.

Public signs are property of governmental agencies and those displayed in student rooms/apartments will be confiscated and returned to authorities. In some cases fines or tickets may be imposed.

## Heating Units

In order for the heating units to function properly it is imperative that furniture and other objects that tend to obstruct the flow of air be kept away from heating vents and electric baseboard heaters.

## Room Maintenance Requests

All necessary repairs and maintenance should be reported to the Residence Life/Housing staff. The Residence Life/Housing staff will report the repair on a Work Order form and report it to the CSC Maintenance Department.

## Telephone Service

Telephone services are not provided in the residence halls. Most students now have cell phones which made the phone requirement obsolete.

## Internet Access

- A high speed internet connection is provided for every room in the residence hall
- Wireless internet access is available in all residence halls
- There are computer labs located across campus – High Rise, Brooks and Edna Hall
  - » o For more information please visit the [Department of Information Technology](#).

## **Mail Service**

US Mail is delivered regularly by the postal department to each residence and is placed in the mailboxes provided. Your mailbox is numbered and may be opened with your room key and/or combination. To speed mail handling and delivery, it is important that mail be addressed in the following manner:

<b>Andrews Hall</b>	<b>Brooks Hall</b>	<b>Edna Hall</b>	<b>High Rise</b>	<b>Kent Hall</b>
Your Name Andrews Hall, Room # 1051 Chapin Street Chadron, NE 69337	Your Name Brooks Hall, Room # 245 E 10th Street Chadron, NE 69337	Your Name Edna Work Hall/Wing, Room # 1065 Main Street Chadron, NE 69337	Your Name High Rise, Room # 501 E. 10th Street Chadron, NE 69337	Your Name Kent Hall, Room # 1050 Shelton Street Chadron, NE 69337

<b>Eagle Ridge #1</b>	<b>Eagle Ridge #2</b>	<b>Eagle Ridge #3</b>
Your Name 709 E 12th St, Your Mailbox # Chadron, NE 69337	Your Name 715 E 12th St, Your Mailbox # Chadron, NE 69337	Your Name 721 E 12th St, Your Mailbox # Chadron, NE 69337

**UPS/FEDX** will be delivered to the Campus Mailroom (located in the Maintenance Building on the South West side of campus) and students will be responsible to pick up the package in a timely manner. Packages that are not picked up will be returned to the sender.

## **Laundry and Vending Service**

Washing machines and dryers are available for use by the residents within each building or area. Each laundry room has facilities for hand laundry. It is expected that residents be considerate of other students, help to keep those areas picked up and that machines that are not working be reported to the Housing Office. Soft drink vending machines are located in each building.

## **Residence Hall Storage**

Limited storage space is provided in each residence hall. Items placed in hall storage must be properly packaged in boxes, luggage, or cartons and must bear the name and home mailing address of the student. The college assumes no responsibility for items placed in storage. Items left in storage after a student moves out may be discarded or sold at the Residence Hall Garage Sale with proceeds to be used for hall programming. CSC does not provide additional storage for the apartments.

## **Bunk Beds**

Bunking beds is an option with current beds in all residence halls. Therefore, lofts or lofting beds are not permitted. If you wish to bunk your beds in a room, contact your Resident Assistant to receive the pins necessary to do so.

The college will not assume responsibility for any injury incurred due to the bunking of beds. Residents should only bunk their beds in the appropriate manner. "Stacking" beds on other furniture or structures is a safety hazard and not permitted.

## **Lofts & Water Beds – Are Not Allowed in CSC Housing**

A Loft is defined as an elevated sleeping area constructed of wood or steel that is securely fastened into a single unit. Students may not construct a structure in which they are sleeping under a surface that furniture is placed upon. Students may only bunk the beds with pegs that are provided by the residence hall staff.

Chadron State College will not take responsibility for the student's safety in regards to the use, construction, or dismantling of a loft. Chadron State College reserves the right to direct the residents to remove from their room any hazardous materials, including lofts.

## **Posting of Information**

The Associate Director of Housing and Residence Life (432-6403) must approve the posting of information on residence hall bulletin boards. Posters and other advertisements may be posted on public bulletin boards only. RAs will post items of interest by their room door in the hallway. Regulations prohibit individuals or clubs from posting materials on fire exit doors, windows, and in stairwells. Information posted in these areas or postings not approved by the Associate Director of Housing and Residence Life will be removed.

## **Study Lounges**

The residence halls have designated study lounges available. This provides students an alternate quiet place to study away from their room if the Library is closed.

## **Common Areas**

The custodial staff is responsible for the lobby, hall, and stairwell cleaning; please be considerate. Students should put trash in the appropriate receptacles in each residence area. Unwanted mail should be disposed of properly.

## **Recreational Equipment**

In the interest of safety, the use of roller blades or skates, skateboards, scooters, long boards and bicycles is prohibited in the residence halls. Damage caused by the use of recreational equipment may be assessed to the student responsible.

## **Emergency: Call 911 or 9-911 if calling from a college phone.**

## **Abandoned Personal Property**

Any personal property left in the residence room/apartment or on the premises by students who vacate or abandon an apartment will be deemed abandoned. Chadron State College may dispose of the property without compensation to the student and charge the student for labor involved in removing trash or property. Chadron State College may sell or otherwise dispose of such property in any manner without liability.

## Vehicles/Parking

All licensed and non-licensed (ATV & scooters) vehicles operated by students, faculty and staff must have a valid parking permit, properly displayed, to park on the Chadron State College campus. The parking sticker must be attached to the outside, lower right (passenger side) corner of the back window while parked on the CSC campus and must be clearly visible. Parking hangtags for ATV, Scooters and motorcycles must be attached to the handle bars. These parking stickers and parking hangtags are available in the Business Office in Crites Hall. The person to whom the parking permit is issued is responsible for all parking violations. If you have a guest coming to campus, please get a guest parking permit (no charge) from the Parking Office, Sparks Hall Room 113. If you have any questions, please contact the Parking Office (308) 432-6490.

**NOTE: CSC has changed from parking hangtags to parking stickers for vehicles except for ATV, scooters and motorcycles which still will use the parking hangtag.**

### **Parking Areas:**

Chadron State College does not guarantee parking space in a specific area and cannot assume responsibility for the care or protection of any vehicle or its contents while operated or parked on campus. Parking must be in designated parking stalls only. For more information please contact the Business Office, Campus Security, or the Chadron Police Department.

## Campus Dining Service

**All students living in the residence halls are required to participate in the food service program by purchasing a meal plan.**

The Dining Hall Cafeteria is located in the Student Center. Students living off-campus are welcome to dine at the cafeteria or Eagle Grille at any time for a minimal charge or may purchase a meal plan through the Housing & Residence Life Office.

The Food Committee meets approximately once a month during the academic year. The meetings include discussions of menu preferences as well as the planning of special events in the dining room. Students are encouraged to provide input to the AD for those meetings; the goal is to make the food service the best it can be.

### **Serving Hours – Hours will be posted**

#### **Meal Plans Offered**

CSC Dining Service offers different meal plans, all tailor-made to suit the various schedules of busy college students.

14 Meal Plan: access to any dining location for 14 meals per week and \$100 Eagle Bucks per semester.

280 Meal Plan: access to any dining location for 280 meals eaten any time in the semester and \$200 Eagle Bucks per semester.

150 Meal Block Plan: access to any dining location for 150 meals eaten any time in the semester and \$200 Eagle Bucks per semester.

5 Meal Commuter Plan: access to any dining location for 5 meals per week

Eagle Bucks: Additional deposits for Eagle Bucks on any of the meal plans are made at the Business Office.

## Carry-Out Service

### **Sack Lunch**

If your job or school commitments conflict with meal hours and you're on a meal plan, you may elect to receive a sack lunch in place of the meal(s) you cannot attend.

Simply stop by the Dining Services office and arrange to have a sack lunch made for you. This can be a once or twice a semester event, or you can set up a standing order (i.e., lunch every Wednesday) for the entire semester. Sack Lunch orders are taken Monday through Friday, 8 a.m. to 5 p.m.

### **Ill Student**

Yes, a friend can get food for you. They must present your I.D. card at the Dining Hall where they will sign for your meal. We will provide appropriate containers for transporting your meal. Please call the Dining Service Office at 432-6734 to verify that you are in need of this service and who is going to be picking up your meals.

## Special Diets

CSC Dining Service understands there is a need for nutritious, low fat food options. We serve "Heart Smart" entrees at lunch and dinner seven days a week. The Dining Hall also serves a full salad and deli bar during lunch and dinner. Feel free to mix and match food from one line to the next. To eliminate guesswork, there is nutritional information available for each item we serve. If you have any questions or requests, please ask the dining staff for help.

If you are placed on a restricted diet by your physician, please contact the Dining Service Office so we can meet your needs.

### **Eagles Grille – Hours will be posted**

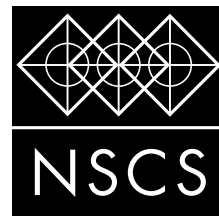
The food court offers a variety of quick food options in comfortable, relaxed atmosphere for meeting friends and peers.

### **Snackers C-Store – Hours will be posted**

Located in High Rise lobby area.



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